

# St. Matthews Lutheran Church Chester Springs Space Use Policy

It shall be the policy of St. Matthews that the Church Council administers requests for space and ground use for all requested activities, both internal and from the outside. Decision of the Council is final.

1- There will be no rental/use of facilities or grounds for private use by non-church members except in special situations reviewed and approved by Council.

2- General guidelines for use of Church facilities and grounds. These apply to ALL users.

- Priority is always given to approved Church related activities.
- A key will be provided to the designated contact person prior to the event and must be returned immediately after the event. **A \$25 fully-refundable key deposit is required from outside users of the facilities and/or grounds.**
- The designated contact person must at all times be present and available when the facilities and/or grounds are being used and is responsible to insure these guidelines are honored.
- No children shall be left unattended or unsupervised. This includes supervision on the church playground, or anywhere in the church facility and/or on the grounds.
- There is **NO SMOKING** in any church facilities.
- The Sanctuary is reserved exclusively for church use on Sunday and is usually not available for outside use at any other time. **Special permission is required for any activity that includes the use of the Sanctuary, as this is our main place of worship and is to be maintained as such.** Exceptions could include weddings, funerals or other appropriate/approved religious ceremonies or activities specifically approved by the Pastor/Church Council.
- All items, in each space used, should be returned to their proper place, and cleaned. Trash should be placed in the appropriate receptacles and removed to the dumpster following the event.
- If the kitchen is used it is expected that any and all items, such as coffee pots, serving trays and such are to be cleaned and returned to their proper place.
- Following all events in the facilities the lights are to be turned off, heat and air (as appropriate) returned to pre-use settings (if changed), windows closed and locked and all doors locked.
- In the event that any property is damaged the designated person is responsible to compensate the church for the cost of repair or replacement.
- All requests for use require completed Registration and other forms and formal Council approval. A 45-60 day lead-time is requested, if possible. The Pastor may approve emergency or short lead-time requests use at the Pastors discretion. Council is to be advised of actions in these situations.

**3- Church use for members and friends.**

- There is no use charge or fees for the approved use of the facilities or grounds for church members or friends. However, they are required to complete Request forms for scheduling purposes and adhere to all other above noted general use guidelines.
- In cases of conflicting dates/times prior to approval, priority will be given to members and friend requests, if possible.

**4- Church use for outside/Community Groups.**

- St. Matthew's will honor its commitment to our community by continuing collaborations with non-profit community groups currently using the Church.
- Church Council will consider requests for space use by other non-profit community groups that promote the wellbeing of self, family and children.
- Church property, supplies and phones should not be used at any time, except in emergencies.
- Preference will be given to repeat outside users in cases of conflicting time/date requests.
- All outside groups must reapply yearly for church facility and ground use.
- No outside materials may be stored in the church facilities or grounds without special permission from Council.
- It is suggested that a donation of cash, materials and/or services be made by any outside users using the facility on a repeat basis to help defray costs of utilities, wear and tear and the maintenance of the facilities and grounds.

**5- In the event that the above policy is not adhered to completely by any person/group contracting to use the church space, there will be a review of the situation by Church Council.** It will be at the Council's discretion as to whether said person/group will be allowed to continue to use the church space.

**6- Church Council reserves the right to modify these guidelines in special situations or at their discretion.**

**7- In the event of emergencies, groups are to call the Church Office**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

St. Matthews Lutheran Church  
Use of Facility Request Form

Date of Use\_\_\_\_\_

Organization\_\_\_\_\_

Name and Contact information of Organization Representative.

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Short Description of intended use of Facility.

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**HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

This agreement between **St. Matthews Lutheran Church** (The Church) and \_\_\_\_\_ entered into on \_\_\_\_\_ for use of the premises located at **2440 Conestoga Rd., Chester Springs, Pennsylvania, (The Premises)** in consideration of the mutual promises contained herein the parties hereby agree that the aforementioned Occupant will save, indemnify, and hold harmless The Church from any and all claims which result in bodily injury or property damage received as a result of the activities to be conducted at The Premises by all employees, volunteers, participants, or anyone associated with Occupant during such time as Occupant is utilizing said facilities.

Furthermore, the Occupant understands that the responsibility to obtain insurance is not the duty of The Church. It is recommended that the Occupant obtain separate insurance in accordance with the use of the facilities. The Occupant agrees to abide by all laws, ordinances and regulations in effect by any government unit with appropriate jurisdiction. The Church may terminate this agreement at any time with prior written notice.

Signed \_\_\_\_\_

(Church Representative)

St. Matthews Lutheran Church

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(Occupant Representative)