



Building Use Policies and Procedures

Overview

These policies and procedures are in place to organize the meetings and events held at Messiah Lutheran Church. Events must be scheduled in advance and in such a way that the facilities available at Messiah are maximized for use. We realize that most areas of our facility are used by multiple groups and we appreciate your flexibility and respect for the belongings of others!

Messiah Lutheran Church reserves the right to refuse time and space for any reason. No alcohol will be allowed on the premises and we ask that people participating in the event refrain from drinking before the event. Messiah is also a smoke-free campus.

This document covers the general use of Messiah's building and facility. Depending on the event, the following documents may also be applicable:

- Wedding Policy
- Funeral Policy
- Kitchen Use Policy
- Fundraising Policy

Statement of Facility Use Regarding Weddings

The marriage policy of Messiah Lutheran Church, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church—Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

Scheduling

Messiah Lutheran Church and School have limited rooms available for use. Scheduling must be coordinated through the Operations Administrative Assistant. All church and school related events related to daily operations receive first priority and other events that must happen on the same day will be scheduled around the church and school events. Messiah reserves the right to change or reschedule events due to the ministry needs of our congregation. In the case of an unforeseen schedule conflict

(such as with a funeral) previously scheduled events may be moved or rescheduled. This right would only be exercised after due consideration of all the factors involved.

The Operations Admin will maintain the master calendar. Requests for a meeting room must be submitted online at least four days in advance, but ideally should be submitted as soon as possible, up to 60 days prior to the event or meeting. If a scheduled meeting or event is subsequently canceled, the leader of the meeting is responsible for notifying the Operations Admin so that the master calendar can be adjusted.

Priorities

All events held at Messiah Lutheran Church and School must be sponsored by Messiah; at this time Messiah does not have the resources to allow the community to use Messiah Lutheran Church and School's facilities, with the exception of serving as a polling place when requested. The following is a list of priorities (the specific activities listed below are not an exhaustive list):

1. Activities associated with Messiah Lutheran Church's mission and programs
 - i. Worship Services
 - ii. Funerals/Weddings
 - iii. Day-to-day church and school operations
 - iv. Board meetings, music rehearsals, Christian Education, etc.

2. Messiah Lutheran Church ministry development activities that are irregular or short term events
 - i. Church related events
 - ii. School Open House
 - iii. Ministry Team Meetings
 - iv. Circuit/District, and School conferences
 - v. Special music/drama practice and events
 - vi. Special school events and assemblies

3. Messiah sponsored special interest groups and social events
 - i. Men's or Women's Ministry, Silver Circle, etc.
 - ii. Fall soccer

Procedures

1. To schedule a meeting or event, use the online form on Messiah's website. If you do not have internet access, call the church office at 636-926-9773. (Please note that all special events and fundraisers must have prior approval before scheduling the use of the facility).
2. ***The audio/visual equipment in the sanctuary may only be operated by trained staff.*** If this equipment is required for your meeting or event, please include that information on the request form so that we can schedule a worker for your event (the cost is \$75/hour and the event leader is responsible for payment)
3. Fill out the meeting/event request form as thoroughly as possible so that Messiah can efficiently use the building space.
4. When a facility request is approved, you will receive an email confirmation. Please do not assume you may use the facility until an email confirmation has been received!

5. Generally, doors scheduled to be unlocked for the purposes of a meeting or event will unlock 15 minutes prior to the meeting. The meeting leader should arrive at this time. Doors will lock again 15 minutes after the scheduled start of the meeting or event.
6. During the event or meeting, attendees should only gather in their authorized meeting space.
7. When a meeting or event has finished, the meeting leader is responsible for returning any borrowed equipment, turning off all lights and electronics, and ensuring the doors are locked.
8. If refreshments are served at a meeting or event, the event leader is also responsible for cleaning up any trash and taking it to the outside dumpster.
9. If an event is scheduled in the sanctuary that conflicts with the breakdown or setup of chairs for worship services, the group holding the event will be required to perform this task. The event leader will be notified of this in advance and will be given a chair setup guide if necessary.
10. Anyone under the age of 18 must be supervised by an adult. Parents are responsible for making sure that children remain in the designated meeting space.