

ADVENT LUTHERAN CHURCH
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FACILITY USE AND GUIDELINES

The physical property, building grounds and equipment of Advent Lutheran Church are among the congregation's resources for maintaining an ample and attractive environment for worship, education, fellowship and service. It is the decision of the Church Council to encourage facility use by groups of the congregation and, with arrangements through the Pastors (or Building and Grounds Committee Chairman), by church-related and community groups.

It is the policy of the church to maintain its physical property in good repair and to establish procedures and schedules to make the property and equipment available in an orderly manner to the congregation, committees of the church and organizations.

The Church Council shall control the use of the property and equipment of the church.

Authorized Groups and Priority of Use:

1. Worship Services, Sunday School and Vacation Bible School
2. Preschool and Laotian worshipping community
3. Committees, programs and groups of the congregation
4. Community public-service organizations for members
5. Regular or short-term use groups by review of the Building and Grounds Committee
6. Long-term daily extensive usage upon approval of the Church Council.

Unauthorized Use:

1. The church property will not be used for commercial purposes
2. Use of church property for political gatherings is discouraged

Request to schedule

All requests for use must be made through the church office during regular office hours. Advance notice is required of visiting groups. Requests for space by committees and organizations of the church should be made through the church office well in advance to insure availability.

Requests for use by visiting groups must be made by using the Advent Space Reservation Form, and will be kept on file.

Availability Periods

1. Advent facilities will be available to Advent-related and community groups Monday through Saturday between the hours of 8:00 a.m. and 10:00 p.m. and Sunday from 1:00 p.m. to 10:00 p.m.

2. Arrangements for overnight use may be made through the office for Advent-related groups. Community groups will require an Advent member sponsor and the approval of the Church Council.
3. Advent facilities are available to community groups with a limit of one room once per week, unless special arrangements are made with the Church Council.
4. The facilities will be available primarily to Advent groups, and limited community use, during the following periods.

A. Holidays:

- i. Christmas: December 22 through December 26
- ii. Wednesday evenings during the Lenten season
- iii. Holy Week: Palm Sunday through Easter Sunday
- iv. Thursday evenings during the summer worship schedule

B. Advent Vacation Bible School

Use Requirements

1. Use of facilities by visiting groups is limited to those rooms reserved. A new request must be made for additional space.
2. Users are responsible for repair or replacement of facilities or equipment damaged during use. The church office must be notified immediately of any damage prior to repair or replacement.
3. Smoking is not permitted within the church facility.
4. Generally, the social consumption of alcoholic beverages is not permitted on the premises of Advent. Exceptions may be made by the Church Council or pastors for Advent affiliated groups only
5. Visiting groups using the church kitchen are to bring their own food, cleaning supplies and equipment. The kitchen may only be used with prior approval. Visiting groups will limit food and drink to the multi-purpose room.
6. Visiting groups which include children or youth under 18 years of age must provide at least one chaperon for each eight children or youth. The name, address, work phone and home phone of at least one chaperon will be filed with the request for facility use. The children must remain in the designated area. Nursery care will be the responsibility of the visiting group, and Church property must not be moved from the nursery area.

7. Church equipment is intended for church related use only. Furniture such as folding chairs and folding tables may be used off Advent premises with approval of the Building and Grounds Chairperson. Those using furniture or equipment assume all liability and the responsibility for repairs or replacement of lost or damaged items, kitchen equipment as well as audio visual equipment shall not be removed from Advent.
8. Use of the facilities by visiting groups will require a signed agreement that covers liability and responsibility. A donation is requested from visiting groups to cover utility costs and general up-keep.
9. All users are responsible for set-up and clean-up. All furniture is to be returned to its original location
10. Visiting groups are to furnish their own cleaning equipment and supplies. Visiting groups also will clean and disinfect the restrooms, and remove their own trash from Advent.
11. Areas not available to visiting groups include the sanctuary and church offices. The narthex area may be used only by special request.
12. Keys will be given to one person only who will take responsibility for the group and the return of the key. For short term use, keys must be picked up and dropped off after each event during regular office hours. Long term users will be issued a key and a \$25.00 deposit will be held until it is returned.