

## **FIRST EVANGELICAL LUTHERAN CHURCH, CARLISLE, PA FACILITY USE GUIDELINES**

1. Several common spaces in the church (e.g., Festal Hall, Martin Luther Room, and classrooms) are available for use by members for family events such as birthday parties. Outside groups which have a mission consistent with First's mission to "worship, welcome, witness, teach and serve in the name of Jesus Christ" may also apply to use the building on a one-time or recurring basis. Such groups include support groups such as AA and programs serving community needs such as Supportive Partnerships for Youth (SPY). Church facilities are not available for for-profit events or commercial purposes.
2. Applications should be submitted to the church at least thirty (30) days before the date of the event or initial date of recurring use.
4. Applicants will receive a response (approved or not approved) within seven (7) days of application.
6. If a fee is required, payment is due within seven (7) days of approval. If payment is not timely made, First Lutheran may make the requested space available to other applicants.
7. Only the area(s) requested on the application, including nearby restrooms, are to be utilized.
8. Facility users must remove all of their materials promptly at the end of the event and maintain spaces in an orderly and clean condition. If a recurring user wishes to store items at the church, permission must be requested. First Lutheran assumes no responsibility for facility users' property. First Lutheran may dispose of property not removed as required.
9. The service of wine/champagne is permitted only if approved by the pastor and/or Congregation Council. No other alcoholic beverages will be considered.
10. No smoking is permitted in the building or on the grounds, except for the picnic table area between the main and overflow parking lots. Cigarette butts must be collected and disposed of properly.
11. Facility users should not attempt to make any adjustments to the heating and air conditioning settings in the building, other than the window A/C units in classrooms.
12. No gambling is permitted on the premises.
13. First Lutheran may impose such additional requirements as it deems appropriate in any particular case.