

FIRST EVANGELICAL LUTHERAN CHURCH, CARLISLE, PA

FACILITY USE GUIDELINES

1. The nave (worship space), Festal Hall, Martin Luther Room, and various classrooms are available for use by members for family events (e.g. birthday parties, recitals). 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 (e.g. AA), community instrumental or choral ensembles, Head Start, etc. Church facilities are not available for for-profit events or commercial purposes. However, with the express approval of First Lutheran, musical ensembles may sell tickets for concerts or receive a free-will offering.
2. All arrangements for weddings and funerals shall be made through the pastor.
3. The nave (worship space) is available only for worship, lectures and presentations, and appropriate performances.
4. Applications should be submitted to the church at least thirty (30) days before the date of the event or initial date of recurring use.
5. 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. Nothing may be attached to the walls.
9. No gambling is permitted on the premises. The service of wine/champagne is permitted only if approved by the pastor and/or Congregation Council. No other alcoholic beverages will be considered. Smoking is permitted only at the picnic table area between the main and overflow parking lots.
10. If approved to use the nave:
 - a. Carpet or other padding must be used under risers or other items placed on the marble floor.
 - b. Rockstop end pin rests are required for cello and bass instruments to protect the flooring.
 - c. The organ and/or grand piano may only be used with express authorization from First Lutheran.

- d. The altar, processional cross, processional candles, paschal candle, credence tables, and other worship furnishings may only be moved under the supervision of church staff.
 - e. Facility users should not attempt to make any adjustments to the heating and air conditioning settings or the lighting controls.
11. First Lutheran may impose such additional requirements as it deems appropriate in any particular case.