

# Property Use Guidelines for Grace Lutheran Church

115 E. King Street, Boone, NC 28607

828-264-2206

Thank You for considering the use of Grace Lutheran Church for your group's function. We feel that our property is rightfully a gift from God of which we are the stewards. We invite you into stewardship of this resource with us through responsible care. For this reason, we have developed these guidelines to assist you in this stewardship and care of this resource, so that others may enjoy it for years to come, and that you may continue to use the facilities.

Our Mission: We are sharing God's love so that all are served and supported.

Facility use will be granted in the following order:

1. Staff and members of Grace Lutheran Church
2. Groups and individuals holding activities directly associated with Grace Lutheran Church
3. Nonprofits who have applied in a timely fashion and as approved by Congregation Council

If for any reason your group is unable to follow the guidelines listed below, the Council of Grace Lutheran Church may terminate use at any time. Needs of the congregation may supersede the needs of user groups. The Congregation Council also reserves the right to make exceptions to these guidelines.

Temporary emergency use of facilities may be approved by the authority of any two of the following: the Pastor, the Associate Pastor, the Lay Assistant or the President of the Congregation Council. An application for continued use must be submitted in time to be included on the agenda (at least one week in advance) for the next regularly scheduled meeting of the Congregation Council.

## For User Groups

By definition, a user group is any nonmember group wishing to use the property of Grace Lutheran Church. Grace Lutheran Church only shares its property with nonprofit user groups and sees this as a part of its outreach to the community of Boone, NC.

- Smoking is permitted only outside in the places designated by an ashtray. Smoking is not permitted anywhere inside the facility.
- Alcoholic beverages are not permitted.
- No games of chance or lotteries are permitted.
- Free will offerings are permitted.
- Goods for services are permitted.
- Food is not permitted in the sanctuary.
- Bathrooms in the main building (half-baths, sinks and toilets only) for user groups are located in the lower level Fellowship Hall (2) and in the small hallway between the upper fellowship hall and the sanctuary. If the Council House (Campus Ministry) is reserved, there are 3 full bathrooms available, one downstairs and two upstairs.
- The lower level Fellowship Hall is equipped with a TV in the lounge area.
- **After use, the facility should look exactly the way it was found.** (i.e., tables and chairs returned to their original positions, etc.)
- Doors should be securely closed and locked when group is finished using the facility.
- Any food stuffs in the kitchen are for church use only. User groups are expected to provide their own refreshments and clean up after use.
- No nails, tacks, or tape may be used on the facility walls, etc.
- For groups not staying overnight, donations to offset the costs associated with the use of the building are welcome.

Additional requirements for overnight guests:

- A minimum suggested donation of \$200 per night (per building) for overnight guests is appreciated and will help to offset the costs associated with the facilities. Checks should be made out to Grace Lutheran Church. The “One-Time Facilities Use Application” should be completed.
- Overnight guests are also required to provide us with a certificate of insurance from your insurance provider prior to staying with us. This documentation may be emailed to us at [graceboone.org](mailto:graceboone.org) or mailed to us at Grace Lutheran Church, Attn: Sabena Maiden, 115 E. King Street, Boone, NC 28607.
- We can house a maximum of 25 people overnight in our Council House and/or a maximum of 20 in the church lower level fellowship hall. (\*See description above for information about available bathrooms/showers.)

**Again, please make sure you leave whatever Grace space that you used in the same condition in which you found it.**

If you have questions, feel free to call the church office 828-264-2206 to speak with our Church Administrator, Sabena Maiden, or our Facilities Manager, Jennifer Stamey.

Revised 10/11/22