

FACILITY USAGE AT LAMB OF GOD LUTHERAN CHURCH FLOWER MOUND, TEXAS

Lamb of God Lutheran Church seeks to serve our Lord by being of service to the community. We make our facility available to our members and to non-profit organizations. We expect all who come to Lamb of God to treat the facility with respect and help us maintain the gifts we are blessed with.

GUIDELINES:

1. **SCHEDULING:** Events are scheduled using the Room Use Request Form available on our website, www.log.org. Lamb of God ministry groups have priority when scheduling the facilities. Community events will not be scheduled during worship services, including evening services. Events for community groups are scheduled on a first come, first served basis. All groups meeting on a continuous basis must submit a new Room Use Request Form by the 1st of July to schedule events for the upcoming year.
2. **BUILDING ACCESS:** The exterior doors are electronically controlled for your time in the building. Exterior doors are never to be propped open. **Unauthorized individuals** may enter the building while it is unlocked. Please be aware of others not associated with your event entering the building. Do everything possible to protect the facilities from unauthorized use during your occupancy.
3. **AREAS OF USE:** Groups are restricted to the rooms assigned when scheduling their event and specified in their contract. Common areas such as open classrooms, small kitchen and youth center are not to be used unless included in the original room use confirmation. Groups are limited to no more than 250 attendees (max capacity) at events in the Fellowship Hall.
4. **SANCTUARY:** The Sanctuary is a place of worship. It should be held with respect and kept for that purpose. It is not a place for children to play. Food and drinks are not allowed in the Sanctuary and Narthex. Unless your group(s) is using the Sanctuary for a pre-approved purpose, it is only to be used for prayer and meditation.
5. **SUPERVISION OF CHILDREN:** Adults are to be in the building when children/youth arrive and must be with them when in the building. Children must be supervised by at least 2 adults at all times. Children accompanying adults attending an event or meeting must be in the room with the adults and cannot be left to sit in the hallways, empty classrooms, common areas or run through the building. Many groups use the facility, so please keep noise and loitering to a minimum.
6. **PLAYGROUND USE:** The playground is only to be used with adequate adult supervision when scheduled through the room use process. The **Church is not responsible for any injury or accident** that may occur in the play yard.

7. **FOOD AND DRINKS:** Food and drink is limited to specific areas. Use of the commercial kitchen must be scheduled using the room use request form. Please do not leave leftovers in the refrigerator. Spills on carpets should be cleaned up immediately and reported to the Director of Operations (directorofoperations@log.org) for professional cleaning. RED PUNCH cannot be served anywhere in the facility because of serious staining potential.
8. **DECORATIONS:** Table decorations are allowed; only battery-operated candles can be used. Decorations are not be hung on the walls or from the basketball goals. Helium balloons, excessive amounts of glitter or confetti and large inflatable decorations are not allowed.
9. **MAINTENANCE:** Building maintenance is very costly and time consuming. Help us keep our costs down. Turn off lights when rooms are not in use. Upon departure, please check to see all lights are turned off – including restrooms. Protect floors from mud, sand or sticky substances. Do not tape, tack or stick anything on the walls, floors or furnishings. If you are using tables for craft projects, please cover the tables with adequate protection. Report any items that need repair to the Director of Operations (directorofoperations@log.org).
10. **CLEAN UP:** Trash containing food and drinks should be properly bagged and carried out to the dumpster located in the rear parking area when you leave the building. The area you used should always be left clean for the next group coming in. Reset tables and chairs to the arrangement they were in when you arrived.
11. **DAMAGES:** Unauthorized use or misuse of any equipment or supplies will disqualify a group from further use of facilities. Any damage, accidental or intentional, must be reported to the Director of Operations (directorofoperations@log.org) the next working day. The group is financially responsible for any damages that they incur. Each group is responsible for providing all the necessary supplies for their event.
12. **CUSTODIANS:** Special provisions for set up and clean up may be made for your group at your expense. This will be considered when fees are being assessed for your event.
13. **SMOKING AND CONSUMPTION OF ALCHOLIC BEVERAGES IS STRICTLY PROHIBITED ON THE CHURCH GROUNDS.**