

Building Rules and Regulations
Voter Approved 06/11/2017

Zion Lutheran Church has constructed its facilities for the purpose of furthering the mission Jesus gave to the church of making disciples through the right teaching of all of his word and the administration of the sacraments. Part of that teaching encourages Christian love and charity toward all people, when such expressions of love are in keeping with God's commands as we understand that as a member congregation of the Lutheran Church Missouri Synod.

Although our facilities are not generally available for use by groups and organizations unaffiliated with our congregation or the LCMS, we believe it is a witness to our love and concern for the welfare of others to allow individuals and groups outside of the church to use our facility. This usage by outside groups may not negatively impact the facility itself or the use of the facility by the congregation. In addition, such usage should not suggest to the congregation or general public that the congregation materially supports doctrines, values, morals, or practices that are contradictory to the teachings that we hold to. The Pastor and Board of Elders have the right to terminate or veto any outside use of the facility when they determine that such usage compromises our witness to all that Christ has taught as understood by the Lutheran Church Missouri Synod.

The church also believes that disputes should be worked out between parties without recourse to the courts (see Matthew 18 and 1 Corinthians 6). Accordingly, when there are disagreements regarding who can use our facility, how it is used, which rooms may be used, and any issues regarding what is presented, done, or how it is publicized, those using our facilities must agree that the Church Council of Zion Lutheran Church is the final arbitrator in any dispute.

Upon completion of the FACILITY USE REQUEST FORM, approval/denial of a request for use will normally be made by Zion's Board of Trustees or its representative. Usage that includes the Sanctuary must also be approved by the Pastor and/or Board of Elders. Changes to this document requires presentation to the Board of Trustees, Board of Elders, Church Council, and concurrence from the Voters' Assembly.

1. Zion Lutheran Church activities will always take precedence over outside use.
2. The facility and property of Zion Lutheran Church are available for use at no charge for any activity sponsored by Zion Lutheran Church or its organizations. Usage fees and deposits may be required for certain events. Fees and deposits will be set by the Board of Trustees with concurrence of the Church Council.
3. Request for use of the facility and/or property should be made as early as feasible and preferably at least thirty days before the utilization date which allows usage to appear on the church calendar. The request is complete when the FACILITY REQUEST USE FORM and all necessary deposits are received. A deposit may be required.
4. A responsible adult representing the facility must be present and in charge to enforce building rules.
5. Cancellations shall be directed to the Office Manager or the Board of Trustees
6. Funerals and weddings will be arranged and approved through the Pastoral Staff.
7. Zion Lutheran Church shall not be held liable for any injury or loss incurred within the building or on its premises in relationship to stated use. Zion Lutheran Church may request special liability insurance, liability waivers, or proof of insurance for certain events.
8. The Office Manager will maintain a current calendar of all facility uses and equipment uses. The Office Manager must be contacted to check on availability.

9. CONDUCT

Everyone shall conduct themselves in such a manner as to avoid damage or abuse to the facility, property and equipment and to protect the name of Zion Lutheran Church.

10. USE OF CONFERENCE ROOM

The conference room may be used for meetings based on the following priority:

First and overriding Priority: All classes taught by the Pastoral staff.

Second Priority: All meetings where confidential church business is to be discussed.

Third Priority: All properly applied-for room reservation requests.

11. CLEAN-UP

Refer to the FACILITY REQUEST USE FORM.

12. USE OF EQUIPMENT OUTSIDE OF CHURCH BUILDING

Refer to the EQUIPMENT REQUEST USE FORM.

13. KITCHEN USE

Refer to the FACILITY USE REQUEST FORM.

14. SMOKING.

Zion Lutheran Church is a nonsmoking facility. No fog/smoke producing machines or dust producing activity may be used due to smoke detector sensitivity.

15. ALCOHOLIC BEVERAGES

Generally, no alcoholic beverages are permitted in the church building or parking lots. Wine for Holy Communion is permitted. Champagne and wine for special occasions shall require the Board of Elder's approval. No alcoholic beverages shall ever be served to minors outside of a specific religious rite (ie., Holy Communion)

16. GAMBLING

Gambling is prohibited on Zion Lutheran Church property.

17. DECORATIONS AND PUBLICITY

Decorative elements of the facility should generally be of a Christian or Biblical theme. The Board of Trustees or its representative must approve all placements of long term decorative items and any painting within the facility. Anyone wishing to donate any items, materials, or non-cash gifts shall consult with the Board of Trustees or its representatives prior to donation of any such gift. All items, materials, and non-cash gifts given to the Zion congregation must be approved prior to acceptance by the Board of Trustees or its representatives. Temporary decorative items and publicity will be coordinated with the Pastoral staff and/or the Church Office. Refer to the GUIDELINES FOR PUBLICITY AND INFORMATION DISTRIBUTION (as approved 4/10/07 by the Zion Church Council).

18. PERMANENT ADDITIONS TO THE FACILITY

Any group wishing to permanently secure an item or structure to the facility (cabinets/shelving, floor coverings, lighting, etc.) must have approval by the Board of Trustees.

19. TEMPERATURE CONTROL

Temporary adjustments to the thermostats will be allowed by pressing the up or down arrow on the thermostat. No person other than a member of the Board of Trustees is to make any changes to the thermostat programs. Since the facility is environmentally controlled with different heating and cooling zones, doors must be closed to all rooms when not in use.