

# St Timothy's Lutheran Church

## Facility Use Policy

We are happy to share our church facility with you and request that you follow these guidelines so that both the congregation and your organization will have a happy relationship. Our primary mission is ministry, and for this reason we reserve the right to cancel outside events in the event of a congregational need: funeral, worship service, or other church event. We will try to give advance notice so you can make other arrangements,

Safety and Security are important to us. **Please make sure ALL DOORS AND WINDOWS are LOCKED when you leave.** This means giving the doors and windows a tug to ensure they are latched.

- Groups using our facilities need to show proof of \$100,000 liability insurance for damage that might occur during use. For groups with children, we request you develop a policy to ensure children are safe if you do not already have one.
- **Facility Use Charges**
  - Church members and Not For Profit Groups may use the building free of charge (scouts, bloodmobiles, community groups, etc.)
  - If you derive income from your event, we ask for 10% of your fee (e.g. 20 people @ \$20 = \$400\*10% = \$40 donation to St Timothy's) Larger donations are welcome to help defray the cost of utilities. Checks should be made out to "St Timothy's Lutheran Church and sent to Walter Wallen, St Timothy's Treasurer, 11 Adare Road, Troy NY 12180
- Outside organizations are not permitted to use the copiers and computer
- Phone use is limited to emergency situations. The phone is located in the small room to right of the sanctuary.
- ***There is NO SMOKING inside the church or on the grounds in front of the building.***
- **Restore things to the way you found them**
  - Clean up and take the trash with you or place in the outside trash cans. (behind the kitchen)
  - Put Tables and Chairs back in the formation prior to your use. There are diagrams in the room of "standard" position of tables and chairs for Christian Education.
- **Saturday Use of the Sanctuary**
  - You must vacuum and set the chairs for worship
- **Storage**
  - At this time we do not offer storage for organizations. We prefer that you bring in/out all the supplies and equipment necessary for your event. If this is a hardship, we may be able to work with you, but this is a short term, month to month arrangement. We cannot be responsible for the security of the materials left behind.
- **Use of Announcement Space:** see Pastor Kim for approval, 944-1136

### How to Schedule Use

- Call the church secretary, Lois, at 283-1372 or email [st\\_timothys@hotmail.com](mailto:st_timothys@hotmail.com)
- Give the Nature of the event, date, start-stop times, number of people expected and what you will need in the way of space, chairs and tables.
- Lois will check with the pastor and council on permission and on the availability of space: scheduling early is important

We do not have a full time custodian, and need your help to keep our facilities in good order for all who need to use them. If you notice a problem, (toilet, no heat, no water, roof leak) please contact:

Bob Crowley 396-6614 (Property Committee)

Jon Getthead 283-2502 (Council President) or Pastor Kim 944-1136

*Please fill out the enclosed form and return it to the church for our records*

# St Timothy's Lutheran Church Facility Use Information Sheet

All Sheets Must Be Renewed Every January

Please Print all information

NAME OF GROUP: \_\_\_\_\_  
Date to Begin Use: \_\_\_\_\_ Date to End Use: \_\_\_\_\_  
Type of Use: (meeting, scouting, etc.) \_\_\_\_\_  
Day(s) Of the Week: \_\_\_\_\_ Requested Space: \_\_\_\_\_  
Size of the Group \_\_\_\_\_  
Time: start \_\_\_\_\_ finish \_\_\_\_\_

### Contact Person Information

Name: \_\_\_\_\_ email \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Alternate Contact Person Information

Name: \_\_\_\_\_ email \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Logistical Information

How many chairs will you need? \_\_\_\_\_ Tables? \_\_\_\_\_  
Use of Sound System \_\_\_\_\_ Piano/Organ \_\_\_\_\_ TV-DVD/VCR \_\_\_\_\_  
Please attach proof of insurance policy for your group or event \_\_\_\_\_  
Do you have a policy or guideline to ensure the safety of children? \_\_\_\_\_  
Do you charge a fee for participation? \_\_\_\_\_ How much? \_\_\_\_\_  
What is your proposed or agreed upon reimbursement to the church? \_\_\_\_\_

I read the Building Use Policy on \_\_\_\_\_ and agree to abide by it.  
date

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Printed name \_\_\_\_\_ signature \_\_\_\_\_

Please return this form to:  
St Timothy's Lutheran Church  
Attn: Facility Use  
470 Winter St Ext  
Troy, NY 12180

If you have questions contact  
Lois Batsios, church secretary  
at 248-9053

# **December 2009-December 2010 Black Out Dates**

Because of Ministry Events at St Timothy's

As of Tuesday, December 1, 2009

## **Whole Building In Use for Church Activity:**

April 11 3PM to 8 PM for County wide Confirmation  
December 9 from 6 PM to 9 PM  
January 24 for Blood Drive  
February 17 from 6-9 for Ash Wednesday  
February 26-27 County Wide High School Youth Lock-in  
April 1-4 Holy Days  
August 2-6 Vacation Bible School

## **Kitchen, Large Classroom and Sanctuary in Use for Confirmation 6:00 PM until 12:00 PM**

March 12-13  
May 14-15

## **No Day Use of Sanctuary so it stays set for worship**

December 20-27  
April 1-4 (Maundy Thursday, Good Friday, Easter Sunday)