



BUILDING USE POLICY

3606 Beauchamp Houston, Texas 77009
713-869-1493 www.zionlutheranhouston.org

Zion Lutheran Church of Houston (Zion) welcomes the use of its facilities by its church members and non-members.

Building use is managed through Zion's office administrator and/or pastor with long-term use requests being reviewed by Zion's Advisory Board. Weddings are subject to both this Building Use Policy and the Zion Lutheran Church Wedding Policy. Copies of these documents are available through the office administrator or on Zion's website: www.zionlutheranhouston.org.

Booking is considered complete when the Building Use Agreement has been signed by the individual requesting use and the down payment, one-half of the total rental fee, is received by Zion's office administrator. A signed copy of the Building Use Agreement will be provided upon request.

Facilities are scheduled on a first-come, first-served basis.

Rules and Regulations

- 1. Scheduling for Use.** All building use must be scheduled through the office administrator. Zion's ongoing or prescheduled activities take precedence, and no activities will supersede or interfere with worship services.
- 2. Pastoral Services.** Weddings, funerals and memorial services shall be conducted by Zion's pastor unless said pastor authorizes another individual to serve in his/her place.
- 3. Facility Care.** The facilities must be treated with care and respect for their primary purpose - the praise, worship and service of our Lord and Savior, Jesus Christ.
- 4. Building Facilitator.** Zion requires an authorized facilitator to be present to ensure the observance of the Rules and Regulations, as well as assisting in answering questions that may arise. The Building Facilitator may not be a member of the rental party.
- 5. Illegal Activities.** Illegal activities, including possessing or using illegal drugs or illegally carrying firearms, as well as activities or language inconsistent with Christian principles or a religious setting, are strictly prohibited. No activities or advocacy may take place within the facilities that conflict with Zion's purpose, message, ministry, policies and practices and those of the Evangelical Lutheran Church in America.
- 6. No Games of Chance.** Gambling, other than a charitable raffle or Monte Carlo night, is strictly prohibited.
- 7. Church Property.** Church property such as hymnals, chairs, tables, etc. may be used when renting the facilities but may not be removed without prior permission. Church property must be returned to its original place or otherwise designated area following the event. Sanctuary furniture including the baptismal font, pews, communion rails, lectern and pulpit may not be removed without prior written permission of Zion's pastor.
- 8. Space Rented.** You and members of your group must remain in the specific areas of the facilities rented with exceptions of the corridors and restrooms. Facilities must be vacated no later than 11:00 p.m.
- 9. Set Up and Take Down.** Set up must be done on the day of use unless prior written permission from Zion's office administrator or pastor is given. Take down must be completed at the end of the event. This includes returning all borrowed items to their designated location, removal of personal property, and leaving the facility in a reasonably clean state.
- 10. Piano and Organ Use.** Only approved and trained musicians may use the piano, organ and/or hand bells in the Sanctuary. Permission to use such a musician other than Zion's organist must be obtained from Zion's director of music ministries.



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- 11. Sanctuary Sound and Media Systems.** The sound and media system in the Sanctuary may be available for use upon request. The system(s) must be operated by a trained congregational member or by pre-approved individuals.
- 12. Supervision of Children and Youth.** Zion seeks to provide a safe environment for children and youth by adhering to the following rules:
- Adult (age 21 or over) supervision is required for all events.
 - No child or children must ever be left alone in the facilities or on the surrounding grounds.
 - Children shall not run or play in the Sanctuary.
 - Children, as adults, have access to only those areas of the facilities contracted for use.
- 13. Food and Drink.** Food and drink are limited to the Great Room, Resource Room, Kitchen, Playground and Pavilion. Under no circumstances are food and drink (other than water) allowed in the Sanctuary, except for the bread and the wine used in the Sacrament of Holy Communion.
- 14. Alcohol.** Alcohol consumption is allowed under the following conditions:
- Only beer, wine or champagne may be served. No hard liquor may be served in the facilities or on the surrounding premises.
 - **NO MINORS MAY BE SERVED ALCOHOL.**
 - **NO ALCOHOL MAY BE SOLD.**
 - No open containers of alcohol are permitted on the surrounding premises.
 - The bar must be tended during the entire time that alcohol is served.
 - A minimum of **TWO** uniformed peace officers must be hired and must be present prior to the start of the event and at all times when alcohol is served. They must remain on site until all guests have departed the premises.
 - Anyone showing signs of insobriety will not be served more alcohol.
- 15. Tobacco Products.** Use of tobacco products of any type (cigarettes, cigars, chewing tobacco) is strictly prohibited in all facilities, including corridors, restrooms, and within outdoor playground area. Smoking is permitted **ONLY** in the parking lots. Smokers must stand at least fifteen (15) feet from any entrance to the facilities.
- 16. Kitchen Rules.**
- Any supplies currently in the kitchen are for the exclusive use of Zion's church events.
 - If a catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, flatware, serving pieces, glasses, tablecloths, serving trays, pots and pans, etc.) and remove them immediately after the event. Storing of catering equipment is not permitted.
 - Non-members must receive instruction in the use of the commercial oven from building facilitator.
 - The dishwasher is not available for use.
 - All leftover food and drinks must be removed or disposed of properly.
 - The kitchen must be left reasonably clean (i.e. dishes cleaned and put away, food disposed of in trash cans or removed from premises, large spills cleaned, etc.).
- 17. Decorations.** No decorations may be attached to walls, doors, ceilings, or other fixtures within the building. Candle holders that attach to pews are available upon request. Glitter and confetti are not allowed in the Sanctuary. Use of non-latex balloons is encouraged due to latex allergies. All decorations must be removed immediately and completely following the event.
- 18. Candles.** Candles may be used in the Sanctuary or Great Room, but only if they are placed in an appropriate candle holder that is designed to prohibit wax from dripping onto the tables and floors. Candle holders that attach to pews are available upon request.
- 19. Animals.** Animals, except for service animals, are not allowed in the facilities without prior approval by



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Zion's pastor or office administrator.

- 20. Security.** Zion does not provide security. **Please see Paragraph 14 "Alcohol" above for security requirements for events where alcohol is to be served.** External doors must be locked thirty (30) minutes after the start of an event, and doors must never be left propped open. You must assign someone from your group to open a locked door to allow entry for late arrivals.
- 21. Storage.** Due to limited storage space, no on-site storage space is provided for groups other than Zion's organized groups.
- 22. Recurrent Users.** Those individuals and organizations whose use of the facilities is more than a one-time usage must submit a Building Use Application. If approved by Zion's Advisory Board, a Building Use Contract will need to be signed and renewed annually. Zion may require a Certificate of Insurance to use the facilities and may also require that Zion be named as an additional insured on the insurance policy.
- 23. Injury or Incident.** In the case of an injury, severe illness or incident, you must **DIAL 911 IMMEDIATELY**, and then notify the building facilitator.
- 24. Loss of Property.** Zion is not responsible for any loss, theft or damage to personal property.
- 25. Noncompliance with Rules and Regulations.** Failure to comply with these Rules and Regulations may result in forfeiture in whole or in part of the security deposit set forth in the Fee Schedule.
- 26. Acceptance of Rules and Regulations.** By signing the Building Use Agreement, you, your group, and your sponsoring organization accept these Rules and Regulations as outlined above.



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FEE SCHEDULE

Down Payment. One-half of the total rental fees is due to secure booking. Payment must be made in full no later than 30 days prior to the event date.

Security Deposit. A \$300 to \$500 refundable security deposit will be required at final payment. Provided there is no damage to the building, your security deposit will be returned in a timely manner. The person signing the Building Use Agreement shall be responsible for paying any and all costs not covered by your security deposit. Please notify the office administrator of any defacement, damage or breakage to the facilities. If, for any reason, you cancel your event once a signed contract is on file, your deposit will be refunded to you, less \$35 in administrative fees.

Time. Rental fees are for events of approximately a 6-hour block of time. **Additional time will require prior written approval and will carry an additional \$25/per hour fee.**

	Member Fees	Guest Fees
Sanctuary	No charge	\$250
Great Room with Kitchen	\$200 <u>suggested donation</u> \$100 for half	\$450 entire Great Room \$250 for half
Meetings		
Choir Room	No charge	\$25
Parlor	No Charge	\$25
Resource Room	No Charge	\$25
Work Room (by offices)	No Charge	\$25
Custodial Fees	\$140	\$140
Additional Hours (beyond 6)	\$25/hour	\$25/hour
Table/Chair Set-Up	\$75	\$75
Playground	No charge	\$75 (bathroom use also included)
Pavilion	No charge	\$25
Building Facilitator	\$20/hour	\$20/hour
Media Facilitator	\$20/hour	\$20/hour
Administrative Fee	\$35	\$35
Organist	Contact organist for fee schedule.	Contact organist for fee schedule.
Pastor	Donation	\$250
Pre-Marital Counseling	No charge	\$30
DEPOSIT	\$300 - \$500 based on space used	\$300 - \$500 based on space used