



LYNNHURST UNITED CHURCH OF CHRIST

4401 Taylor Blvd | Louisville, KY 40215
(502) 368-8446 | office@lynnhurstchurch.org

REQUEST FOR BUILDING USE

Any group or person wishing to use an area of the Lynnhurst United Church of Christ facility and grounds must complete this form and have it approved by the church prior to scheduling any activity, event or meeting.

GROUP OR MEMBER NAME
(circle one)

RESPONSIBLE PARTY NAME

ADDRESS

CELL

EMAIL

BRIEF DESCRIPTION OF EVENT OR ACTIVITY

SPECIAL NEEDS/REQUIREMENTS

SET-UP OF TABLES/CHAIRS (PRIOR TO USE) REQUESTED

*\$50 fee applies for set-up.

Yes No

NUMBER OF PEOPLE INVOLVED

Adults

Children

ROOM/AREA YOU DESIRE TO USE

DATE & TIME OF EVENT OR ACTIVITY

IF THIS IS A RECURRING ACTIVITY, PROVIDE PROPOSED DATES AND TIMES:

All groups using the church facility must agree to the following rules and guidelines:

1. Non-member groups must sign a **Disclaimer and Hold Harmless Release** and **Good Neighbor Policy** prior to approval of the request and usage of the facility.
2. A responsible adult (sponsor) must be in attendance at all times while the group is using the facility.
3. Your group is responsible for housekeeping, which leaves the room or facility in the same condition as when you arrived. **A \$100 Custodial Fee in advance is required of any non-church group using the facility.** Of this fee, \$75 is refundable if the area used is left in the same condition as it is upon arrival.
4. Any fees or deposits must be paid in full prior to the day of use.
5. **A refundable key deposit of \$20 is required of any non-church group using the facility.**

Signature

Date

By signing this form, we agree to adhere to all policies, guidelines and fees established for the use of the facilities at Lynnhurst United Church of Christ.



LYNNHURST UNITED CHURCH OF CHRIST

4401 Taylor Boulevard | Louisville KY 40215
 (502) 368-8446 | pastor@lynnhurstchurch.org

WEDDING POLICY

The Sanctuary and Fellowship Hall are available for wedding ceremonies and funeral services and activities related thereto by members and non-members. For this Building and Use Policy, sons or daughters of members, whether natural, step or adopted, will be considered members of the church.

1. Anyone renting the facilities at Lynnhurst Church will agree to abide by the BUILDING USE AGREEMENT, the DISCLAIMER AND HOLD HARMLESS RELEASE FORM, and the GOOD NEIGHBOR POLICY.
2. Any couple wishing to be married at Lynnhurst Church must first meet with the pastor to explore expectations of the marriage ceremony, including the pastor's role in planning the service and use of the facilities.
3. The pastor of Lynnhurst Church will officiate at all weddings, member and non-member, exceptions may be discussed with the pastor.
4. Wedding reservations and arrangements should be scheduled as far in advance as possible by completing the forms and following all procedures and policies outlined in the Lynnhurst Church Fee schedules are outlined below.
5. Rental of the building for a wedding ceremony includes use of the building prior to the date for decorating and rehearsal. All use of the building will need to be scheduled as soon as possible with the Church Administrator.
6. All scheduling, changes, and cancellations will be made by contacting the Church Administrator.
7. Schedule of wedding rehearsal and ceremony shall not conflict with church events or use.
8. Procedures or requirements not covered by this Building Use Policy will be discussed with the pastor. In the event of conflicts, the pastor's discretion is final.
9. Items or fixtures in the sanctuary, or chancel furnishings, will not be removed or rearranged without permission of the pastor. Any seasonal decorations – Christmas trees, Easter lilies etc., will remain in place.
10. Pipe Organ: Guest organists are allowed.
11. Sound System: If the Sanctuary sound system is used for wedding ceremonies or funerals, the Lynnhurst Church sound technician will be utilized. **No substitutes or visitors will be allowed to operate the sound system.**
12. The Church Administrator will assist as the "Coordinator" with any necessary logistics for the ceremony and/or reception and will be present for all festivities. The Church Administrator will be available to open and close (unlock and lock) the building and address any problems that may arise. The Church Administrator will be assist in the time leading up to the ceremony to assist with logistics and planning. If the Church Administrator is unavailable for the day(s) of the festivities, a church member will stand in. There is a fee associated with this and it is **required for all visitors/non-members but is optional for members.**
13. No rice, birdseed or confetti is allowed.
14. All fees will be paid 1 month prior to the date of the wedding.
15. Alcoholic beverages are not permitted on church property.

Wedding Rental Fees		
	Church Member	Friends/Visitors
TOTAL DUE FOR RENTAL	\$600	\$1000
Sanctuary Rental		\$200
Fellowship Hall		\$200
Organist/Pianist	\$150	\$150
*Coordinator	\$150	\$150
**Custodian	\$100	\$100
**Pastor/Officiant	\$200	\$200
Optional Services		
<i>(Technician Required if using the church sound system)</i>		
Organist/Pianist	\$150	\$150
Sound Technician	\$150	\$150

OCCUPANCY

- SANCTUARY – **The occupancy of the sanctuary is 290 persons** and shall not exceed that limit due to safety and fire regulations.
- FELLOWSHIP HALL – **The occupancy of the fellowship hall is 125 persons** and shall not exceed that limit due to safety and fire regulations.

By signing this form, we agree to adhere to the Lynnhurst Wedding Policy during our use of the facilities.

Signature _____ Date _____

Signature _____ Date _____



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DISCLAIMER AND HOLD HARMLESS RELEASE FORM

We, _____, (*Responsible Party/Group*) being of lawful age and in consideration of being permitted to participate in activities on the property of Lynnhurst United Church of Christ, shall indemnify and save harmless Lynnhurst United Church of Christ, its Consistory, ministers, staff members and volunteers from and against any and all loss, cost (including attorney's fees), damages, expense and liability (including statutory liability and liability under workmen's compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by the lessee which arise from or in any manner grow out of any act or neglect on or about the church premises by the lessee, and/or their partners, agents, employees, invitees, enrollees, participants, contractors, and sub-contractors.

We further release all Consistory members, ministers, staff members and volunteers from any claim whatsoever on account of first aid treatment or services rendered.

We acknowledge that it is our intention with this instrument to make a complete general and unconditional release of any and all claims whatsoever against Lynnhurst United Church of Christ as set forth above.

We acknowledge that Lynnhurst United Church of Christ has not made any representations of warranties whatsoever regarding the materials or services provided. We further state that we have carefully read the foregoing release and know the contents hereof and sign this release of our own free act.

In witness whereof, I have executed this instrument on the date set forth below.

Signature _____

Printed Name _____ Date _____

Title _____

Organization _____



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GOOD NEIGHBOR POLICY

Welcome to all who use this building and facility. Lynnhurst Church is fortunate in having facilities which can be of service to so many different groups. A minimum effort on the part of all who use these facilities will mean inconvenience to other users will be avoided. **THANKS FOR BEING A GOOD NEIGHBOR!**

1. Key holder – unlock only the rooms and area where the activity is to occur. Users should not enter other areas of the building to which groups are not assigned.
2. If you are a key holder, or had a key assigned temporarily, do not have the key duplicated. If additional keys are necessary, contact the Church Administrator.
3. Key holder and users should make every effort to ensure good fire-safety practices are observed by all.
4. Key holder and users should promptly report anything out-of-order to the Church Administrator.
5. It is the responsibility of the key holder or user to see that restrooms are left in clean and orderly condition.
6. If the user group rearranges the furniture please make sure it is returned to its original arrangement.
7. Before leaving the building, the key holder and group should ensure:
 - a. Waste baskets are emptied, and garbage is contained.
 - b. Trash is disposed of properly.
 - c. Beverage, coffee or food spills are cleaned up.
 - d. Kitchen is clean and orderly.
 - e. Furniture is properly arranged.
 - f. Lights are turned out. (*Lights in the halls at each door are left on at all times*)
 - g. Doors and windows are closed.
 - h. If outside area was used, ensure lawn, walkways and parking lot are free of debris.
 - i. A copy of this policy is to be kept posted as nearly as possible to each outside door, in the Fellowship Hall area, and other appropriate locations.
 - j. Fellowship Hall floors are swept, and spills are wiped clean.
 - k. Tables and chairs are to be put back where you found them.

By signing this form, we agree to adhere to the Lynnhurst Church Good Neighbor Policy during our use of the facilities.

Signature _____ **Date** _____

GUIDELINES FOR BUILDING USE

1. **HOURS OF OPERATION** Use of Building and Grounds is confined to the period of 6:00 AM to 10:00 PM, unless approved by the Church Administrator or Church Consistory due to unusual circumstances such as overnight housing, youth lock-ins or special worship services.
2. **BASIC RULES AND RESTRICTIONS**
 - a. **Absolutely no taping, thumbtacks, nails or adhesives allowed on walls, doors or door frames, floors or ceiling tiles in any area of the building without approval of the Church Administrator.**
 - b. Church property (chairs, tables and equipment) **will not be removed** from the church building unless approved by the Church Administrator or Church Consistory. Requests by members to borrow tables or chairs should be made to the Church Administrator.
 - c. Room furniture and equipment will be returned to its original arrangement after the scheduled activities. Tables and chairs are to be put back in place if moved. Tabletops and coverings should be cleaned. Table and chair storage racks and caddies are available in the storage room of the fellowship hall.
 - d. Windows will be closed, doors locked, and lights turned off when leaving an area. Insure all personnel have departed the building prior to exiting and securing doors.
 - e. **The Church will not provide supplies or storage areas** for any non-member persons or groups using the building, unless approved by the Church Administrator or the Church Consistory.
 - f. Food and drink are allowed in the Fellowship Hall and designated areas only. **Absolutely NO food is allowed in the sanctuary.**
 - g. The Church Administrator, Church Staff, and authorized volunteers are authorized to halt or call attention to any activity they consider to be unsafe, inappropriate, or unacceptable.

3. **FEES AND CHARGES**

- a. The fee schedule is established and may be charged for use of church property in order to offset expenses of operating the facility. It is recognized that varying conditions and specific individual or group requirements or purpose of activity may cause modification or elimination of fees, as determined by the Church Consistory.
- b. **Normally, there is no charge or fees for Lynnhurst Church members or groups to use church facilities.** The member's offerings, gifts and tithes make this facility possible. Nevertheless, a love donation is strongly suggested and greatly appreciated.
- c. Persons/groups using the facility at no charge (or at a discounted charge) are expected to arrange their own setup and cleanup.

FEE SCHEDULE (Non-Members)		
Fellowship Hall (Non-Athletic)	2 hour minimum	\$100
	Additional hours (per hour)	\$50
Gym/Fellowship Hall (Athletics)	2 hour minimum @ \$30/hour	\$60
	Additional hours (per hour)	\$20
Custodial Services for Receptions and Dinners (Table and Chair Setup/Takedown & Cleanup)		\$100
Kitchen and Appliances – Food Prep (when authorized)		\$150
Kitchen for food handling and accommodation only (when authorized)		\$50
Whitlock Room (Occupancy: 40 persons)	2 hours minimum	\$30
	Additional hours (per hour)	\$10
Parlor (Occupancy: 20-25 persons)	2 hour minimum	\$30
	Additional hours (per hour)	\$10
Library (Occupancy: 10 persons)	2 hour minimum	\$20
	Additional hours (per hour)	\$10

- d. Fundraising: There will be no non-church revenue generating usage or fundraising without Church Consistory approval. When approved, such activities must not conflict with church policies. When usage of facilities produces revenues that will not advantage Lynnhurst Church, an agreement regarding the **fee to be charged** will be negotiated by the Church Consistory.
- e. **All building usage fees shall be prepaid.** Checks are payable to Lynnhurst United Church of Christ.

4. SMOKING, ALCOHOL USE, AND UNACCEPTABLE ACTIVITIES

- a. Use of tobacco and alcohol is prohibited inside the church facility. Outside smoking shall be confined to designated smoking areas and all smoking material must be extinguished and placed in appropriate receptacles.
- b. NO weapons or controlled substances are allowed on church property.

5. SUPERVISION OF CHILDREN When usage of the church building or grounds includes the presence of children, the **SAFECHURCH POLICY** of Lynnhurst Church will be in effect.**FELLOWSHIP HALL/GYMNASIUM**

The Fellowship Hall is the “life center” of Lynnhurst Church – promoting, stimulating, supplementing, and supporting the ministry and mission of this church in Christian education programming, social and recreational activities and projects, and providing a source of outreach to our community and neighbors. The Fellowship hall is a multi-purpose room incorporating a banquet/meeting hall, basketball court, etc. The hall may be used for banquets, dinners, meetings, parties, performances, lectures, athletic activities and recreation, wedding receptions, reunions and other gatherings approved by the church. *A minimum of effort on the part of all who use these facilities, will mean that inconvenience to other users will be avoided.*

1. The Fellowship Hall accommodates 125 persons.
2. The Fellowship Hall will not be used by non-member groups on Sundays until 1:00 PM on Sundays.
3. Street shoes or black-soled shoes are not allowed on the Fellowship Hall floor for basketball and other athletic activities – athletic shoes only.
4. Absolutely nothing may be intentionally thrown into the lights and ceiling area. No intentionally throwing balls against the walls. Kicking of basketballs (and other balls) is prohibited. Athletic equipment is not allowed in other areas of the building. Infractions may cause loss of facility use to offending party.
5. No “dunking” or hanging from the basketball rims or nets.
6. **Non-church groups will furnish their own athletic equipment for sporting activities.**
7. Groups using the Fellowship Hall will not enter or use the areas beyond the first set of indoor double doors, the library, the nursery or go upstairs unless permission has been granted.
8. Groups requiring specific table and chair setups must notify the church when completing the Building Use Application, or at least one week prior to the scheduled event. Unless otherwise arranged, Lynnhurst Church will be responsible for setup and takedown.
9. All groups are responsible for leaving the Fellowship Hall area as it was when they arrived. Tables and chairs will be returned to their proper place or to initial arrangement. Tables should be wiped clean and floor swept.
10. A gymnasium attendant will be present when non-church groups are using the facility for basketball/athletic activities.

KITCHEN FACILITY

1. Non-church groups will not use the kitchen equipment or appliances without prior approval and church training and/or supervision. The Building Usage Application must specifically request kitchen area usage if desired and purpose of use.
2. If use of the kitchen is applied for and approved, the posted “Kitchen Clean-Up Rules” will be strictly adhered to and all equipment, appliances, and utensils cleaned and returned to their proper location. Users will insure kitchen appliances are turned off prior to departing.
3. Non-Church and Co-Sponsored users will provide own kitchen supplies. **Under no circumstances should any church supplies in the kitchen area be used.** This includes but is not limited to, tableware, utensils, glasses, cups, coffee, creamer, sugar and disposable items. User will provide own supplies, tableware, serving ware, food, beverages, condiments, etc.
4. Refrigerators may be used, space permitting, to store perishables of non-church and co-sponsored groups **only** during user’s event. Food items will be removed at event conclusion.



SAFECHURCH POLICY

Lynnhurst United Church of Christ is committed to reducing the risk of child abuse in the church, and to have a plan of response should an incident arise. The United Church of Christ also encourages every local church to adopt a policy for protecting children and youth.

Lynnhurst UCC is a Christian community of faith, committed to ministry to and with children and youth. As a part of our commitment toward such children and youth, our church will accordingly follow reasonable safety measures in recruiting volunteers, overseeing our programs and facilities, and training our volunteers and staff. We will respond to and report any suspected incidents of abuse as required by all applicable laws and our moral conscience, and we will endeavor to the extent reasonably possible to minister to the families of both the abused and the alleged perpetrator.

I. ADMINISTRATION

This policy will be overseen by the Church Consistory or an appointed designee. Volunteer Leaders (adults age 18 and above) will be permitted to work with our children and youth only after they are active at Lynnhurst UCC for at least six (6) months and complete the attached *Volunteer Application Form*. All adult staff and volunteers (non-leaders) having occasional participation in children and youth programs may take part under the supervision of an approved Volunteer Leader.

II. CLASSROOM SAFETY

All Christian education children and youth classes will be taught in a classroom with a partially open door, glass window or a monitoring system. All teachers, aides, advisors, or other adults working with our children or youth will not be alone with any child or children except as appropriate under the circumstances (such as being alone with his/her own child). In situations where this provision is not practical, as when a Mentor works with a Confirmand, the church must receive written permission from the child's/youth's parent or guardian.

III. NURSERY SAFETY

A minimum of one approved adult Volunteer Leader plus one or more volunteers that must be eighteen years of age or older will always be present in the Nursery during Sunday worship service. Should an approved adult Volunteer Leader be unavailable, all Nursery participants must have a parent or adult legal guardian present.

IV. BATHROOM POLICY

Under normal circumstances a volunteer who accompanies a child to the bathroom should remain outside while the child is inside. If for any reason the adult needs to enter the bathroom while a child is inside, the door must be left open.

V. OVERNIGHT RULE

All adults participating in overnight stays involving children or youth must complete a *Volunteer Application Form* and the background checks required by applicable laws. At all times there must be at least two adults present except in an emergency. Parents or guardians will be notified of the names of the adult chaperones and must provide a signed *Parental Permission Form* and completed *Medical Release Form*.

VI. DISCIPLINE

Jesus loves children and welcomes them. If you see children of any age at Lynnhurst Church acting in a manner that requires some adult intervention, it is acceptable to talk to the child or children. If you do not

feel comfortable doing so, please find a parent, teacher or another adult and inform them of the observed behavior. Lynnhurst Church encourages our children to be involved and active. We can all help guide them, so their actions are proper and safe.

VII. RECRUITING TEACHERS, LEADERS AND VOLUNTEERS

The Church Consistory and/or its appointed designee/s are responsible for recruiting and reviewing each *Volunteer Application Form*, providing a copy of the *Safe Church Policy* to the applicant, contacting references (if appropriate), and collecting submitted background clearance documents. All adult staff and Volunteer Leaders will have the opportunity to review and comment on all documents kept as part of their confidential file and may obtain a copy upon request. The church administrative staff will maintain care and confidentiality of these files.

VIII. ALCOHOL PRODUCTS AND CONTROLLED SUBSTANCES

Anyone involved in a program with our children and youth must not use or be under the influence of any illegal controlled substance, non-prescribed drugs (except over the counter medicine taken as directed), tobacco, or alcoholic products on or in church facilities, or at church sponsored youth events.

IX. TRANSPORTATION

When transportation for Church sponsored events for children and youth is necessary, a required *Parental Permission Form* must be obtained prior to the event. The approved adult (age 21 or older) providing this transportation must show proof of a valid driver's license and current auto insurance to the leader responsible for the event.

When transporting youth and children, it is advisable to avoid any situation with only one adult transporting one youth or one child. If this is unavoidable it should be approved by that child's parent or adult legal guardian.

X. INTERVENTION

If you see or hear physical or sexual abuse involving any child or youth, you must intervene, if possible, to stop the abuse. If you are unable to intervene, find another adult to assist. If the safety of any individual is threatened immediately call the police (911).

XI. BACKGROUND CHECK

All Volunteer Leaders engaged in working with the children and youth on behalf of Lynnhurst UCC will be required to complete a *Volunteer Application Form* and the background checks required by Lynnhurst UCC and applicable law. A copy of each background check will be securely filed in the church office. If any area of concern is noted, the Pastor will review that information with the Consistory and/or its appointed designee/s to determine appropriate action. Volunteer Leaders are responsible for updating/renewing their background checks as required by law (or if requested by the Consistory and/or its appointed designee/s).

A request for a background check (KY form AOC-PT-49) on Volunteers will be forwarded to the Commonwealth of Kentucky's Pretrial Services Records Division who will search the court records of the entire commonwealth and return the information gleaned to us. Currently all records on persons under the age of 18 are sealed in the Commonwealth of Kentucky, so no request for background check will be sent on volunteers under the age of 18. At the time a volunteer reaches the age of 18 a background request will be started. This check shall be repeated every two years on the anniversary of the prior check.

If the volunteer has moved here from another state within the past seven years, the church will submit a criminal check request to the other state also. Because not all states seal court records of persons under 18 years of age, the request to other states will include those persons as well.

All forms will be maintained by the Church Administrator along with the list of volunteer workers. All volunteers will be interviewed by the Christian Education and Nurture Chairperson or designated lay person and will read the prepared training material and agree to abide by it prior to beginning their work as a volunteer.

XII. REPORTING PROCEDURE

Mandated Reporters are people who come into contact with children and youth. By law, Mandated Reporters must report when they have reasonable cause to suspect, that the child before them has been abused. Mandated Reporters have a legal obligation to make the report to The Child Abuse Hotline. They **may not make an independent decision** as to whether to report the suspected abuse.

For incidents happening in Jefferson County (Metro Louisville), that person shall make a report to appropriate authorities by calling **Child Protective Services at (502)594-4550** immediately upon learning or suspecting that a minor child (under age 18) has been abused. Child Protective Services will handle the claim, except in the event the abuse is happening at the current time. In those instances, Child Protective Services will refer the incident to LMPD.

While in any location other than Jefferson County (i.e. an overnight trip) the following steps should be taken: If the abuse is suspected to have been occurring in Jefferson County, the report will be delayed until the return to Jefferson County where the call shall be made to **Child Protective Services at (502)594-4550**. IF the abuse is seen and occurring right now, the call shall be made immediately to 911 and the local police (in the area where the group is presently located) will handle the call.

The Pastor (or the Consistory President) should be informed as soon as practical following the report of the incident. The Pastor (or the Consistory President) will notify the Indiana-Kentucky Conference of the United Church of Christ. Any additional notification will be made as determined by the Church Consistory guided by the Indiana-Kentucky Conference. Any individual accused of sexual or physical abuse with children or youth will be temporarily relieved of any involvement with our children and youth. This action is not meant to imply guilt, but this "Leave of Absence" will stand until such time as the allegation is resolved by Children and Youth Services or the courts. Upon resolution, the individual's status will be reviewed.

XIII. TRAINING

All members of the Church Consistory, paid staff and volunteers who work regularly with our children and youth must review the *Lynnhurst United Church of Christ SafeChurch Policy*. In addition, these same individuals must complete training to comply with the applicable laws. Church Administrator will be responsible for coordinating additional training on child abuse recognition and reporting, as needed.

XIV. OTHER INSTANCES OF ABUSE

While the primary purpose of this policy is to provide the safest environment possible for any children, or youth with whom our church or its ministries may come in contact, and those committed to teaching, leading and mentoring them, we also recognize that other types of abuse may occur. If at any time you should witness or suspect an abusive situation between children or youth (bullying) or between adults (spousal abuse, elder abuse), please respond with an attempt to intervene and report this situation to the Pastor. Lynnhurst UCC wishes to maintain a safe environment for all who participate in or come in contact with our community of faith.

XV. POLICY REVISIONS

Administrative changes, including updates to Appendices, may be made by Lynnhurst's Consistory, or an appointed designee. Other policy revisions require the approval of Lynnhurst UCC Consistory and congregation.