

Policy: BLC Facilities are meant to be used primarily to promote our Christian mission of “Building Lives – through Worship, Mission and Connection. Scheduling for specific and occasional use of the Facilities must be done through the church office and will be arranged only on a space available basis. Once any use has been scheduled, it will take precedent except as agreed in a use agreement or as determined an emergency or preemptive event by the Pastor and President of the congregation. Occasional and event use will be scheduled within the following order of priorities:

- 1. Use for BLC sponsored functions and activities. For example: special worship, study groups, fellowship events, planning activities, Council and committee meetings, weddings funerals etc.**
- 2. Use by other churches for worship and other events.**
- 3. Lutheran or other church conferences and meetings involving religious or social ministry organizations as sponsored by the Pastor or a Council member.**
- 4. Fellowship or other events sponsored by a BLC member or friend**
- 5. Use by non-profit community groups to promote charitable or civic purposes**
- 6. Use by other non-BLC groups for recreational or other purposes**

Guidelines

1. All occasional use or specific use requests must be scheduled through the church office and must be documented in writing.
2. Use of BLC facilities is ordinarily without charge for BLC ministries, for occasional use by groups supported or encouraged by BLC, and for accommodating BLC members and friends.
3. The annual Council adopted fee schedule will include occasional use fees. The resource manager or designee will be responsible for determining the occasional use fees for a particular use, if applicable.
4. There are fees associated with conferences/seminars, weddings, funerals and comparable events.
5. All use agreements will include the requirement for cleaning or cleaning fees.