Lord of the Hills Lutheran Church Facility Use Policy

The following policy has been developed to ensure all will be welcomed and served in a safe, well-cared for, harmonious environment. For purposes of this policy, Responsible Party is defined as the requesting individual or the group representative. Failure to follow these rules may result in immediate termination of use, forfeiture of fees or deposits and denial of future requests.

1. Events and programs of the congregation will have priority over activities of all other groups. All confirmed reservations for the main building of the church are subject to change/rescheduling due to unforeseen events such as weather, funerals or memorial services.
2. Security and Safety are top priority at Lord of the Hills Lutheran Church. While using the facility, only the room(s)/space requested is part of the facility use agreement may be used. When done with the space, the lights should be turned off and the door(s) locked properly (for the doors that require a key).
3. All property including tables and chairs will be left as found. No scotch tape or adhesive may be used on any surface of the building including furnishing unless prior approval is received. No painting, carpentry or other construction work can be done on the premise without prior approval. The church is not responsible for loss, theft, or damage to property left behind. All hourly rentals user equipment and materials must be removed immediately after use.
4. No flammable liquids, fire producing chemicals or open flame of any form may be used on the premises at any time, unless specific permission is requested and approved. Any person or group using the kitchen facilities agrees to leave its contents clean and free of debris.
5. No smoking, vaping, drug use or drinking of alcohol on church property.
6. Any advertising, publicity, posters or other printed material advertised on the property or using the name or logo of Lord of the Hills Lutheran Church must receive prior approval from the Lead Pastor.
7. The authorized group representative is responsible for the conduct of the members of the group. Users are responsible for adequate adult supervision at all times. This includes limiting the noise levels of the event (as appropriate) and keeping group members within the allowed areas. Disorderly, unsafe, or disruptive behavior is not permitted. Occupancy limits must be strictly observed. Individuals or groups who display inappropriate conduct will be asked to leave the property. This includes disrespect for the staff, members, volunteers or other users of the facility. Fire exists must remain clear at all times. Users must immediately report any accidents, injuries or unsafe conditions to the Church via email at office@lordofthehills.org.
8. The Church does not provide supervision for minors. Users must follow their own written child protection policies and supervision standards.
9. In case of snow, the Church follows the policies of the Cherry Creek School District for closures and delayed start.
10. An online application for the use of the building must be completed including details of your organization, times for use and purpose of activity. Once approved, a contract, facility use policy and checklist with cleanup details will be provided and must be signed by the Responsible Party. Once all documents are in place, a deposit may be required to reserve the space. It is recommended that this process be completed one month prior to the event date in order to ensure their are no conflicts with church activities.