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| Title: Safe Building Use |
| Policy #: 11 |
| EXPIRES: When Replaced |
| ISSUED BY: Church Council |
| SIGNED: |

1 History

| VERSION | DATE APPROVED | UPDATED BY | PURPOSE FOR CREATION/UPDATE |
|---------|---------------|------------|---|
| 1.0 | 2/19/13 | | NEED FOR GUIDELINES FOR ACCEPTABLE BEHAVIOR IN THE FACILITY |
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2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to anyone who uses the building.

3 Policy

The following guidelines must be followed inside the facility:

1. Running in the church is not permitted except in the Fellowship Hall during athletic activities, in conjunction with a specific ministry activity.
2. Conversation should be kept to an acceptable noise level and should not disturb others.
3. Horseplay, rough housing and fighting are prohibited.
4. Those assigned to a specific area of the building are to remain in that area except for arrival, dismissal, and restroom use.
5. Church furniture, equipment, other materials and the building in general must be kept in good repair, any damage must be reported.
6. Smoking is not permitted in the building.
7. Animals are not permitted in the building, except those licensed as aides for people with disabilities.
8. Fire pulls and dialing "911" are for emergency use only. Any other use is a violation of law and will be addressed by law enforcement officials.

9. Areas must be returned to the same condition they were found in or better. Floors and surface areas need to be clean.
10. Lights must be turned off when you are finished using a particular area.
11. When your activity is complete lock the doors you opened and check other doors in the area. If you are the last to leave the building, you must be sure all the doors are locked.
12. Children may not be left unsupervised in the building.
13. Parents are expected to guide their children in following this policy. When children are supervised by volunteers, the volunteer is expected to redirect children who are not following the policy. If a child does not respond to redirection, a parent may be called.
14. Everyone is encouraged to help others adhere to this policy by reminding them of appropriate behavior.

If damages occur as a result of disobeying these guidelines, the parties involved will be held responsible to reimburse the church for repairs.

4 Procedure

1. Policy will be provided to anyone who uses the building.
2. If the building is used by an outside organization, a representative from that organization must sign an agreement form.
3. The form will be kept on file by the Director of Church Administration.

5 Forms

X118 Appropriate Use of Building Agreement