



Title: Use of Building Space Policy
Policy #: 45
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	8/20/19	S. TRAKEL	TO PROVIDE A STANDARD FOR BUILDING SPACE AND STORAGE

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all facilities of St. Paul Lutheran Church.

3 Policy

Only ministries of St. Paul Lutheran Church may have permanent storage space within the facility.

4 Procedure

1. If a ministry is in need of space, a representative will talk with the Director of Church Administration.
2. The Director of Church Administration will review the need to determine if there is space available to meet the need.
3. Depending on the need, the ministry may be responsible for any expenses that may occur due to the use of the space. Examples of this may include shelving, locks, etc.

5 Forms

None
