***EMMANUEL LUTHERAN CHURCH***

1401 Heathcliff Road High Point, North Carolina 27262

***Guidelines for Special Use of Congregational Facilities***

**Parameters for Special Uses of Congregational Facilities:**

1. Any special use request that involves an event that would effectively constitute the use of the Church’s physically facilities in the operation of a for-profit business (e.g., tutoring for profit, counseling for profit, catering for profit) will not be approved.
2. Any special use request that involves an event that would directly or potentially serve to divide rather than unify the community will be considered not acceptable.
3. The Fellowship Hall is generally considered the main space for use by outside groups.

 The Church library may be used by small groups (20 or less).

 The parlor may also be used for small groups (12 or less).

1. The Sanctuary is restricted to events that include Christian worship (which would include events such as confession and forgiveness services, baptisms, funerals and memorial services, Christian weddings, and community prayer services). This space is not to be used as a general meeting hall or lecture hall.
2. Any special use event in which children under of the age of 18 years are in attendance will comply with the Church’s child-protection policy.
3. Any special use event will comply with the Church’s designation as a tobacco and drug-free facility. This designation applies to both building and grounds.
4. Event clean-up is the responsibility of the person making the request and the participants attending the event unless a cleaning fee of $150 is paid at least 48-hours prior to the event.
5. Although the church does not require payment of a “use fee” for special use events, a donation to help defray the additional cost of electricity, general supplies, and building maintenance is appreciated.

UPDATED: March 10, 2020