***EMMANUEL LUTHERAN CHURCH***

1401 Heathcliff Road High Point, North Carolina 27262

**Congregational Facilities: Guidelines for Sponsors of Special Use Events**

Every special use event approved by the Executive Committee of Church Council requires a **Sponsor of the event** who is an adult member of Emmanuel Lutheran Church and who is responsible for the following:

1. Presenting the application for special use to the Executive Committee or Church Council.
2. Notifying the person who submitted the application of the decision made by the Executive Committee, including, in the case of approved applications, any special parameters for the event.
3. Coordinating all further aspects of the event to the Host/Hostess:
4. **Hosts/Hostesses Responsibilities for an event:**

Responsible for:

(a) opening the building for the event

(b) assisting visitors as needed during the event

(c) assuring that the Church’s child-protection policy and tobacco and drug-free policies are in force throughout the event

(d) doing the final clean-up check for the group using the facility

(e) securing the building immediately following the event

(f) reporting any problems that occurred during the event directly to the Sponsor

1. **Child Protection Policy**

Provide Host/Hostess with copy of ELC’s Child Protection Policy

1. **Tobacco/Drug free Policy**

Inform Host/Hostess of ELC’s Tobacco/Drug free Policy

1. **Key Pick Up & Return**

Arrange for Key Pick Up and Return with Office Administrator

1. **Cleaning**

Provide Host/Hostess with clean up instructions/guidelines **OR**

If the paid cleaning option is selected, coordinating with the Office Administrator for cleaning to be scheduled following the event.

CLEANING FEE OF $150 MUST BE PAID 48 HOURS PRIOR TO EVENT.

UPDATED: March 10, 2020