

PROPERTY RULES AND REGULATIONS
Our Saviour's Lutheran Church
Williamsburg, Virginia 23188

1. Keys

A key deposit is required of non-members as designated on the Property Usage Fees schedule. This deposit is non-refundable upon return of the keys. No keys may be reproduced for any reason. Every key holder must report the loss of a key to the Hall Committee as soon as possible. The key holder is responsible for the cost of rekeying, not to exceed \$500, if their key is lost or stolen.

2. Church Property

Church property and equipment will not be loaned, borrowed, or removed from Church premises.

3. Scheduling

If a scheduling conflict emerges among the requests for the use of the facilities, the Church Office will resolve the conflict by offering an alternative time or facilities. If this effort is unsuccessful, then approval will be based upon following priorities:

- a) Church worship service, including weddings, funerals, Sunday School.
- b) Meetings of church council, committees, and other church organizations.
- c) Social and recreational activities of church groups.
- d) Church sponsored or supported organizations such as Boy Scout Troop 414, Cub Pack 414, AA, etc.
- e) Organizations that use the facilities monthly.
- f) Community service and educational organizations.

A calendar of all church activities will be maintained by the Church Office and available on the church's web page (<http://www.olscnorge.org>).

If it is necessary to close the facilities due to inclement weather, OSLC follows the school closing policy of the Williamsburg-James City County School Division. If the schools are closed, then OSLC's facilities are closed. Check the local media and/or the Williamsburg-James City County School Division website or OSLC's website (www.olscnorge.org).

4. Facility Care

The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. If any notices, bulletin boards, posters, or signage must be temporarily removed from the walls, or if any furniture or accessories must be temporarily relocated, please use care to not damage the items when they are removed or relocated and return the items to the original location when finished. Please note the Set-up

Plan posted for guidance in returning this room to its designated condition. Please coordinate setup and cleanup of the space being used with the church office to avoid conflicts with other scheduled uses. Please observe the following facility care practices.

- If you unlock it, re-lock it.
- If you are the last person leaving a given building, you are responsible to check and make sure that all windows and exterior doors are locked and securely closed.
- Make sure that all lights and electrical appliances are turned off.
- Thermostats are preset according to the season. Sanctuary P.A. system is turned off when not in use.
- All bathroom lights are off when not in use.
- Unplug all electrical appliances used.
- The space used must be left clean and orderly after use. Return any items that were removed or relocated to the original location. Garbage and trash must be bagged and disposed of in the dumpster near the entrance to the parking lot. Food waste must be double bagged.

5. Kitchen Rules

The commercial kitchen is available to be leased. See Appendix F for Guidelines and Policies for the Use of Our Saviour's Lutheran Church Commercial Kitchen for details.

Members of OSLC and the organizations that have permission to use the Parish Hall must submit a request to use the commercial kitchen in order to avoid conflict with individuals who have leased the commercial kitchen for food preparation. It is the responsibility of anyone who is given permission to use the commercial kitchen to follow the instructions (in a binder) to use and clean the equipment and the kitchen. The kitchen is inspected by the Virginia Department of Health. The inspections are unannounced. The kitchen is monitored by a security system.

Non-church groups must provide their own paper products.

Garbage and trash must be bagged and disposed of in the dumpster near the entrance to the parking lot. Food waste must be double bagged. Church supplies and food are not to be used except for church sponsored activities. Users must comply with pertinent Virginia Department of Agriculture Rules and with the OSLC's Kitchen Use and Sanitation Guidelines and other directions as posted in the kitchen.

6. Piano and Organ Use

Permission to use the piano and organ must be granted by the Minister of Music.

7. Smoking

There is no smoking in the facilities or on the church property.

8. Alcohol

- a. Only OSLC sponsored events may serve wine and/or beer. Other groups, with the approval of the Church Council, may serve wine and/or beer. **Open, unsupervised serving of alcohol is prohibited at events where minors are present.**
- b. User must contact the ABC Board and have them determine if an ABC license is needed. Provide a determination letter from the ABC Board to the Hall Committee.

9. Games of Chance

Gambling on church premises is prohibited.

10. Supervision of children and youth

OSLC seeks to provide a safe environment for children and youth. There must be a minimum of two adults (18 years or above), who are not related, per 10 children/youth. For each additional 10 children, there must be on additional adult. Please check the provisions OSLC's current Child Safety Policies and Procedures that must be adhered to when children and youth are involved. This document is found on OSLC's web site <http://www.oslcnorge.org>. Each Organizations' own policies, procedures and guidelines shall be followed in addition to those of OSLC.

11. Food and Drink

Food and drink should not be consumed in the Sanctuary. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove it immediately after the event. Storing of catering equipment is not permitted.

12. Decorations

Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event. Please consult the Wedding Policies and Procedures for applicable requirements for weddings.

13. Emergency Scheduling Conflicts

OSLC reserves the right to preempt any facility use for its own use in cases of emergencies, such as funerals, or other unavoidable conflicts. Notice will be provided as early as possible.

14. Storage

Storage is limited. Requests for storage will be based on space available. Groups and organizations should be prepared to store its equipment off site.

15. Notification of Incidents

All damages, injuries, and unusual incidents occurring during the use of the OSLC facilities must be reported to the Church Office immediately, or if after hours, to the contact person identified on the Property Use Application and Property Use Agreement, and in writing to the church office within 24 hours.

16. Damage and Breakage

All persons and/or groups using OSLC facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of OSLC has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. The damage deposit will be forfeited if damages are not repaired to OSLC's reasonable satisfaction (as determined by the Property Committee).

17. Security

OSLC works to maintain a safe and secure environment within the facility, however no systems are foolproof. All users should pay close attention to personal property and valuables, not leaving them unattended. OSLC is not responsible for theft or damage to personal property.

18. Compliance with Laws

All activities conducted on the property of OSLC must be in compliance with all local, State and Federal laws and in keeping with good manners, taste, and high moral standards. Users shall not permit or allow the creation of any nuisance on the property in connection with its use of the property.

19. Requests for Exceptions

Requests for any exceptions to the application of the Use Policy or the Rules and Regulations, Fees, or provisions of the Property Use Agreement must be submitted to the OSLC Hall Committee for approval prior to use.

20. Final Decisions

In case of doubt or uncertainty by any individuals or groups about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the OSLC's Church Council or its delegated representative shall decide the matter and all individuals and groups shall abide by the OSLC Church Council's directions or forfeit the use of any part of the facility immediately.