

Facility Housekeeping Guidelines

Drafted: 09-11-18

These guidelines support GSLC's desire to be a welcoming and inviting community of faith, and to be a responsible steward of our facility, ensure its good use, order, and cleanliness, ensuring our facility retains both its value and utility for its members and its mission.

These guidelines will change periodically, depending on changing usage or condition of our facility, and as determined by the Congregation Council. General Housekeeping Guidelines are relevant to all areas of the facility, while some guidelines apply to a specific area of the facility.

Deviations from these guidelines require permission, through the completion, submission, and approval of the appropriate form(s), without which *any observed, un-allowed or un-approved additions or changes may be removed by church staff, members of Council, or members of the responsible committee as noted in this policy.*

General Housekeeping Guidelines:

All areas of the facility utilized by members (or approved non-member groups or persons, tenants, and visitors) ("Users") should after use, be returned to (at least) the same state of cleanliness and order they were in prior to the use of that area. This includes, but is not limited to the following basic tasks:

- a. All items added to a space during its use should be removed from that space by the User(s).
- b. All items removed from a space when in use should be returned to that space by the User(s).
- c. All items in the space should be returned to their former location within that space after use.
- d. All waste should be disposed of in the proper receptacles and recyclables placed in the proper recycling receptacle by the User(s).
- e. Users should generally clean any mess created by their use of a space.
- f. Where use of a space and responsibility for its order and cleanup is covered under an existing policy from a standing church committee, those policies should be also followed when using that space.
- g. Lights and other electrical or electronic devices that were turned on during use should be turned off after use by the User(s).
- h. Painting, carpentry, plumbing, electrical, HVAC, cabinetry or other similar change to any space requires permission of the chairperson of the Facilities and Maintenance Committee and council approval. Any other addition or removal or movement of items requires permission using the form in appendix A of this policy.

Area-Specific Guidelines for the Facility:

Narthex

The addition, removal, or movement of items in the Entryway, including its furnishings, and items used for periodic announcements or advertisement of activities, requires permission using the form in appendix A of this policy. Periodic decoration or re-arrangement of items in the Entryway is otherwise managed by the Worship and Music committee or one of its Seasonal Planning teams in accordance with Council-approved continuing resolutions.

Fellowship Hall

The addition, removal, or movement of items in the Fellowship Hall, including its furnishings, and items used for periodic announcements or advertisement of activities, requires permission using the form in appendix A of this policy. The use of "Sign-Up Central" and approved use of the bulletin board spaces for member informational purposes is permitted, but not for general solicitation of goods or services, or "want ads". Periodic decoration or re-arrangement of items in the Fellowship Hall is managed by council committees based on approved, planned events in that space. Any other use requires permission using the form in appendix A of this policy.

Kitchen

The Kitchen is considered part of the Fellowship Hall. The addition, removal, or movement of items, and its use and maintenance is managed by THE Fellowship Committee and policies are posted within the kitchen governing its general use on Sunday and at other times. Kitchen use is authorized for planned, on-going and periodic events that have been pre-approved. Any other use requires permission using the form in appendix A of this policy.

Sanctuary

The addition, removal, or movement of items in the Sanctuary, other than those normally occurring in worship (both normal and special services), are managed by the Worship and Music committee and various sub-committees under its umbrella including Altar Guild, Seasonal Planning or decorating teams. Any other use requires permission using the form in appendix A of this policy or be otherwise approved with the express permission of church staff.

Administrative Hallway

The addition, removal or movement of items in the Administrative Hallway, other than the continued usage of existing fixtures and posting of appropriate informational items on the designated bulletin boards, requires permission using the form in appendix A of this policy. This includes the addition of any artwork, fixtures, furnishings, and the like.

Educational Rooms and Spaces

The addition, removal, or movement of items in the educational rooms and spaces, other than those within the scope of existing approved uses, may be determined by the provisions of GSLC's contract with our tenant, as well as policies of Council OR committee(s), and therefore require permission using the form in appendix A of this policy, or the express permission of church staff who are familiar with the provisions of the tenant contract and approved uses of the space(s).

Bathrooms

The addition, removal or movement of items in bathrooms requires permission using the form in appendix A of this policy. This includes the addition or removal of any fixtures, furnishings, artwork, and the like.

Offices

The addition, removal or movement of items in any church office, other than its approved used by church staff as approved by the pastor, requires permission using the form in appendix A of this policy. This includes the addition of any artwork, fixtures, furnishings, equipment, and the like.

Garage

The addition, removal or movement of items in the garage is primarily managed by the facilities and maintenance committee, and requires permission using the form in appendix A of this policy or be otherwise approved with the express permission of the chairman of the facilities and maintenance committee.

Other Special Facility Donations:

GSLC in many ways relies upon the generous donations of its members and others to provide for its mission and its many sponsored activities.

Donations to on-going missions, such as “Two-can Sunday”, or other donations solicited by GSLC through its council and committees via its website, publications, social media outlets, and announcements have been approved for donation.

General monetary donations (such as offering or monies for a specific appeal), are always welcomed, as are monetary donations earmarked for specific purposes (“Dedicated funds”)

The donation of non-monetary items *other than the above*, or should not generally be “dropped off” at church without first seeking approval for such donations from the appropriate person(s), council, or committee.

Appendix A follows: Facility Change Approval Form

FACILITY CHANGE APPROVAL FORM

Good Shepherd Lutheran Church is blessed with substantial facilities for the realization of its mission. Management of GSLC facilities is accomplished through the involvement of staff, council, and committees, and may also be subject to contractual provisions with GSLC’s service providers or tenants. To comply with GSLC’s Facility Housekeeping Guidelines, it is necessary to seek approval of various proposed additions, removals or changes to GSLC facilities per the Guidelines, to ensure the responsible parties make such approvals as indicated, in the interest of maintaining the appearance, order, cleanliness and utility of GSLC facilities. It is the policy of this congregation that such proposed changes be submitted, and approved by designated responsible parties, which may include the Pastor(s), President and Vice President, and committee chairpersons.

PROPOSED CHANGE TO THE FACILITY

Please provide the information below for your proposed facility change. Fill out all pertinent information and deliver all completed applications to the President or Vice President. Proposals will be considered at monthly Executive Meetings. Applications will be marked "Proposal Accepted" or "Proposal Denied" with a written explanation of the decision and returned to the person submitting the proposal.

Committee/ Organization Name: _____

Person Submitting: _____ E-mail Address: _____

Date Submitted: _____ Phone Number: _____

Description of Proposed Change: _____

Purpose of the Proposed Change: _____

Proposed Date or Timing for the Proposed Change: _____

Proposed Source of Funding for the Proposed Change: _____

- Verify there are no conflicts with existing GSLC policies related to this proposed change to the facility.
- Verify that the purpose of the proposed change aligns with the continuing mission of GSLC.
- Verify that the source of funding is appropriate and within the existing, applicable budget.
- Verify that this change is approved by the responsible person(s) and/or committees.

PROPOSAL ACCEPTED

PROPOSAL DENIED

EXPLANATION: _____

Signature of Vice President: _____

Date: _____

- Executed form returned to Applicant
- Copies provided to Church Office Administrator and Vice President