

GUIDELINES FOR PERMISSION TO USE
IMMANUEL LUTHERAN CHURCH OR SCHOOL FACILITIES

Council approved: Apr. 9, 2013
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All individuals, groups or businesses wanting to use the facilities of Immanuel Lutheran Church and School must have prior approval of the Church Council. Some events are handled by subgroups of the Council, generally those that are a one-time event.

Church services, including weddings and funerals, **and family events by Immanuel or CLC members**, such as birthdays and anniversaries are under the direction of the deacons; there are specific requirements and fees for the church and basement area(available at the church office). **School events** are under the direction of the school board. The MPF committee has authority over **non-school or non-church events in the gym (MPF)** and has specific requirements for its use (pp 38 & 39 in BCC Handbook).

Requests will be considered and approved or disapproved according to the following guidelines. Fees for use may be required.

- 1 Any activity should enhance Immanuel's program of proclaiming the Gospel of Jesus Christ and Christian education.
- 2 Any activity should be consistent with Immanuel's Christian, Biblical perspective.
- 3 No activity should cause Immanuel an undue financial liability.
- 4 The information should be signed and submitted in writing to be considered at a regular council meeting.
- 5 The information must contain names of responsible people and contact information.
- 6 The information must contain a summary of content and activities and the specific facilities to be used.
- 7 The information must contain specific dates and times and have an end or renewal date.
- 8 The responsible people must be aware of and cooperate with other church and school functions.

Immanuel retains the right to cancel, at any time, any permissions granted.