# FAITH LUTHERAN CHURCH OF MCLEAN COUNTY
# FACILITY USE POLICY
# APPROVED: OCTOBER 20, 2026

**Purpose of FLC Facility Use Policy**
The purpose of this document is to provide guidelines and processes for utilization of the Faith Lutheran Church (FLC) of McLean County facility at 2714 McGraw Drive, Bloomington, IL.

There is an urgent need for Jesus in the world and many are wandering without the Savior. We believe the church is God's strategy to reach those far from Him. We seek and create opportunities to interact with others, invest in them, and point to Jesus, with an overarching commitment to "Growing Disciples Who Grow Disciples". We do this by:

- Connecting to God through worship, prayer, and Bible study
- Growing spiritually and sharing his or her life authentically through small groups
- Serving in the church and the community with the goal of making Christ known to others
- Giving generously to support the mission and ministries of the church
- Investing in the spiritual growth of others so that they can become disciples of Jesus

The use of our facility becomes an extension of our commitment of "Growing Disciples Who Grow Disciples", and we welcome the use of our facility by FLC partners and other groups who support and align to our commitment.

**Process to Request Use of Facility**

**Who Can Use the Facility**

We have established the following categories for facility utilization, and this list is in order of priority:

- Category 1: Congregational events scheduled by the church staff, Church Council, or congregation groups
- Category 2: Partner events (life groups, weddings, receptions, anniversaries, bridal/baby showers, funerals, etc.)
- Category 3: Events held by non-profit organizations whose objectives are deemed by Church Council to complement our mission and commitment
- Category 4: General use on a limited basis and as deemed appropriate by the Church Council

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws, and in various places on our website.

**Facility Use Request Process**

The list below outlines the process to request utilization of the facility for groups in categories 2, 3, or 4 along with additional conditions based on the use category:

- All groups are required to submit a "Facility Use Request Form" at least 6 months in advance of date of usage. Exceptions to this timeline can be made at the discretion of Church Council. Sensitivity regarding funerals is expected from building users.

- Newly received "Facility Use Request Forms" from these groups will be reviewed by Church Council on a monthly basis during the scheduled monthly meeting. These meetings occur the third Tuesday of each month.
- These groups must submit an annual "Facility Use Request Form" for recurring facility usage.
- The groups will be notified by a Church Council member as to the status of their request. If the request is approved, the group will be required to review and sign the "Facility Use Agreement" prior to the date(s) of use.
- Church staff and/or Church Council, on behalf of FLC, reserve the right to refuse the use of church facilities to any group, for any reason.

**Facility Use Suggested Donations/Fees**
While no fees are charged for the use of the facilities, a minimum $50 donation is suggested for categories 2 - 4.

In addition, all Category 4 events are subject to a $300 refundable security deposit, which will be returned to the user less any expenses incurred by FLC as a result of the event/use of the facility in excess of reasonable wear and tear. This security deposit is not considered a fee for usage, but is provided in consideration for FLC allowing use of its facilities.

**Facility Use Expectations**
The following Facility Use Expectations are applicable to all category groups:

- Any granted use of the facility is limited to the terms documented in the final approved "Facility Use Request Form". This includes only utilizing the areas of the facility documented in the approved request.
- No group or organization may extend utilization of the facility to any other group.
- All facility use approvals are subject to cancellation.
- At its discretion, FLC may require its representative or delegate to be present at all times during the event.
- Generally, alcohol may not be served in the church facility. Use of alcohol at special events may be approved on a case-by-case basis by the Church Council.
- Smoking and vaping are prohibited inside the church facility without exception.
- No use of tacks, nails, tape, or other materials that could deface or leave permanent marks is permitted.
- The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual who submitted the "Facility Use Request Form".
- All groups are required to clean up after using the facilities. Rooms and facilities are required to be returned to the order of arrangement they were in prior to the start of scheduled use.

- Food may not be left at the church after use of the facility.
- Rice and confetti are prohibited from use anywhere on church property.
- All dish towels, dish cloths, and tablecloths used by the group shall be put into a designated area.
- The persons or groups using the facility or property shall restore to the original condition any property destroyed or suffering beyond normal wear and tear. Any equipment/supplies destroyed or missing will be replaced by FLC with equipment/supplies of equal quality and the cost charged to the user.