

ST. DAVID'S EVANGELICAL LUTHERAN CHURCH

20 Clark Boulevard Massapequa Park, NY 11762 (516) 799-7832 fax: (516) 799-9828

Instructions and regulations for use of facilities:

1. St. David's is a House of God. It is a community of Christians worshipping, praising, and serving their Lord. Dedicated hands, devout hearts, and generous wills have furnished it. The facilities of this building, therefore, shall be treated in that spirit. The words and actions of individuals shall be in keeping with this dedication.
2. It is the policy of the congregation that no activities shall be held in the church building during the hours of Worship Service.
3. It is agreed that:
 - a. The application for group meetings weekly or monthly is renewed annually by no later than March 1. The permission given to your group to use this building is always subject to change due to change in program or policies of St. David's.
 - b. If for any reason there are changes during the year in the information provided on the application please notify the church office by phone (516) 799-7832 and via email at parishsecy@verizon.net.
 - c. The officers and or persons named on the application will be held responsible for the conduct of the group, provide supervision of the group and to ensure that the building use regulations are being followed.

SPECIFIC INSTRUCTIONS

1. All events shall close no later than 11:00pm
2. The church building, facilities, and grounds shall be left clean and orderly.
3. **No smoking is allowed in the church building.** Please dispose of all cigarette butts in the proper receptacles located outside of the parking lot doors.
4. All refuse shall be put in the proper container and placed by the rear basement door for removal.
5. All lights shall be left on in the area of your meeting while people are present. All lights shall be turned off when you leave.
6. All windows and doors that are used by your group must be closed and locked at the conclusion of the gathering.
7. No permanent type attachments or fasteners shall be used on any part of the building.
8. The generally liability release form must be signed and submitted with the building use application. A certificate of Insurance may also be requested.

9. Parking shall be confined to the parking lot. Please respect our neighbors and do not park on the adjacent residential streets.
10. Any incident/accident which resulted in an injury or damage to church property **MUST** be reported immediately to a church representative and a written report must be submitted to the office within one week of the incident.
11. **No alcoholic beverages** are allowed in the church building or on church property.
12. Any regularly scheduled group **MUST** contact the church office before scheduling additional meeting dates.
13. Any use of church tables/chairs must be requested and approved prior to use. All tables must be covered during use. The user is responsible for any damage to tables/chairs.

BUILDING USE FOR PRIVATE PARTIES

- Building use for private parties will only be considered for active members of the St. David’s community. This person will be designated as the *member sponsor* of the event.
- *Member sponsor* must be in attendance on the day of the event
- All building use and regulations will apply and strictly enforced.
- The no smoking and no alcohol policy as stated above applies to ALL events at the church. The *member sponsor* is the responsible party to ensure that all regulations are understood and followed and to discipline all party attendees accordingly.
- Applicable building usage donations will apply with the addition of a \$50.00 chaperone surcharge to be paid in cash in advance of the event. The chaperone will supervise the use of the building during the time of the event and will assist with any building usage needs.
- A \$100.00 security deposit will be collected. This amount will be returned following an inspection of the area is completed, and no damage to any property is found. The entire deposit will be forfeited if the St. David’s alcohol provision is violated.
- The use of the cooktop and stove is **PROHIBITED**. The kitchen may be used for preparation of coffee and light snacks.

BUILDING USE DONATION

Although the church building is offered for use as a community service, the following donations are requested to cover the cost of maintenance, heat, light etc

1. For meetings in Classroom 2.....\$50.00
2. Meetings/Gatherings in Fellowship Hall\$150.00-\$200.00
Dependent on number of attendees and time of use.
3. Meetings in Old Nave..... \$75.00