



Abiding Presence
Lutheran Church
Connecting people to Christ through Community

Abiding Presence Lutheran Church

Facilities Use Policy

Abiding Presence Community Center Mission
Connecting with Neighbors, Community
Organizations and the Abiding Presence Faith
Community

Why Does Abiding Presence Seek to Operate as a Community Center?

Serving as a Community Center to our neighbors in Fairfax County is part of our congregation's mission to "*Connecting People to Christ through Community.*"

Approval of Facility Use

Abiding Presence requires all that all those wishing to use our facilities fill out and submit the Facilities Use Application. The Facilities Use Application is available at AbidingPresence.net or in the church office.

The Community Center calendar is kept by the Office Manager. All activities must be scheduled and approved in advance through the Office Manager. The Senior Pastor will approve facility use in consultation with the Office Manager and, when applicable, the Church Council.

Facility Use Fees

Security deposit and fees for the use of the facility are determined by the Senior Pastor. These fees are used to offset the cost of utilities, maintenance, and cleaning charges for our properties. Any damage may result in the forfeit of some or all of the security deposit and, if necessary, additional costs.

Facilities Available for Use

The following areas are available for use:

1. Sanctuary
2. Narthex
3. Bailey Hall
4. Kitchen
5. Classrooms
6. Library
7. Nursery
8. Playground
9. Patio
10. Fire Pit and Picnic Area
11. Parking Lot

C12.05.A11

Date adopted: May 26, 2011

Amended: September 10, 2018

Responsible committee: Executive Committee

- **Facility Guidelines** Church programs and ministries have first priority for facility use and funerals will hold the highest priority.
- The Church has the right to cancel, relocate, or reschedule any event due to church activities.
- Facilities may be used by members of the congregation for pre-approved personal events. The Church has the right to refuse use of the facilities without prejudice.
- A Certificate of Insurance will be requested from outside groups along with their Facilities Use Application.
- Refer to the Wedding Policy for additional information concerning facility use and fees for weddings.
- Fundraising activities must be approved by the Senior Pastor with the **Facility Use Application**.
- The Pastor and Office Manager will decide when Abiding Presence personnel are needed to support a specific event, monitor the building, supervise groups, and lock all doors after an event. Fees may apply if personnel are needed and payment should be made prior to the event.

User Responsibilities

- By signing the **Facility Use Application**, the group making the request indicates that they will adhere to these usage guidelines.
- All activities will be restricted to the assigned area. No exceptions without prior approval. All children must be supervised at all times.
- Materials required by any user in conducting their activity shall be stored only in areas designated by the Office Manager and removed from the property at the conclusion of the activity. No materials belonging to any other group will be used or removed.
- The kitchen workspace and floors shall be left clean. The user shall dispose of leftover food; it shall not be stored in refrigerators or freezers except by prior approval of the Office Manager.
- Security deposits will be refunded after the facility is checked and key returned.
- Do not make copies of any Abiding Presence key.
- Alcoholic beverages are not allowed on church property or in the building.
- Smoking is not allowed on church property or in the building.
- All exterior doors must be locked, lights and appliances turned off, and trash put in the dumpster.
- Any breakage or other problems must be reported to the Office Manager on the next business day.
- Decorations may be attached to walls using blue painter's tape ONLY. The use of transparent tape and duct tape will result in the forfeit of security deposits.
- Abiding Presence's pictures or posters that are attached to the walls cannot be taken down or removed.

- Saturday events must end by 5:30 PM or start after 7:15 PM to allow for our Saturday vesper services to be held without interruption. Specific parking instructions may be given to groups renting the facility on Saturday evenings.
- Activities must end and the building must be vacated by 10:00 p.m. unless prior arrangements have been made.
- Fairfax County noise guideline must be followed when using outdoor spaces.
- Do not admit people to the church property who are not a part of your activity. If there are questions or concerns, please contact the Senior Pastor immediately.
- Occupancy for each space:
 - Sanctuary — 275
 - Bailey Hall — 160 (at tables and chairs), 360 (chairs only)
 - Library — 12
 - Nursery — 15
 - Single Classroom — 12
 - Double Classroom — 18
 - Triple Classroom — 25

Facility Checklist
Lutheran Church of the Abiding Presence
6304 Lee Chapel Road
Burke, VA 22015
(703) 455-7500; Fax (703) 455-2709

RETURN THIS LIST WITH THE KEYS TO THE CHURCH OFFICE

Before leaving, confirm that the area(s) you used is/are as you found it.

Please check:

The Area You USED:

- ☐ Chairs brushed off and tables wiped clean
- ☐ All spills, dirt, and marks cleaned from the floor, carpet, and walls
- ☐ All decorations removed
- ☐ All windows closed and locked
- ☐ All lights off
- ☐ All doors closed
- ☐ All doors locked that you unlocked
- ☐ All trash placed in dumpster

RESTROOMS:

- ☐ Clean – no trash on floors, in sinks, or on the counter tops
- ☐ Toilets flushed
- ☐ Faucets turned off
- ☐ Lights off
- ☐ Doors closed

KITCHEN:

- ☐ Pots, pans, dishes, glasses, and utensils washed and put away
- ☐ Range burners, ovens, microwave off and cleaned
- ☐ Refrigerators closed
- ☐ Excess food removed
- ☐ Trash removed from premises and placed in dumpster
- ☐ Floors clean
- ☐ Counter tops and appliances cleaned
- ☐ Dish rags and towels taken to be cleaned # _____. Must be returned within 5 days (Members)

Your signature confirms that you have completed all applicable checklist items. Failure to complete and sign this sheet may result in withdrawal of future use privileges.

If the checklist items are not completed properly, a fee will be charged to complete them.

Group Name:

I have checked all applicable items above.

Signature	Date	Phone
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**Lutheran Church of the Abiding Presence
Child Protective Policy
Attachment for Facilities Use Application**

As a condition of using Abiding Presence's facilities, I hereby acknowledge and agree to comply with the following Child Protection and Safety Guidelines:

1. Anyone who is under 18 years of age or still in high school will be considered a child.
2. There must be at least two adults present for all activities involving children.
3. If the group is mixed gender, there will be one male and one female adult present.
4. Except in emergency situations a child will not be left alone with an unrelated adult.
5. Under no circumstances will a child be subjected to physical punishment or verbal abuse.
6. The organizer of the activity will ensure adequate supervision at all times. The following guidelines* will be used:
 - Infants – one adult per 4 children;
 - Young toddlers – one adult per 5 children
 - 2 years – one adult per 8 children
 - 3 years – one adult per 10 children
 - 4 years – one adult per 12 children
 - School age – one adult per 18 children
 - Mixed age group – ratio for youngest child in group
7. The organizer of the activity will attest that he/she has no knowledge that any of the adults providing supervision has been convicted of a crime against a child.
8. The organizer of the activity will brief adults providing supervision on these policies
9. Any incident or accident involving a child will be reported to the pastor or the church office and if needed to local authorities.

I understand and agree to these policies and acknowledge that violation of any of them may lead to denial of facility use.

Signature of Applicant

Date

* Virginia State Licensing Standards for Center-based daycare