

SMLC Facility Use Guidelines
Shepherd of the Mountains Lutheran Church
2000 Ptarmigan Trail, Estes Park, CO 80517
970-586-3900

General

1. This is God's house; please respect it.
2. Please be aware that events, even recurring ones, may be rescheduled at the discretion of the Pastor in order to accommodate Christian worship on days such as Ash Wednesday, Good Friday, etc., as well as large church events.

Hazards

1. No smoking nor illegal drugs permitted.
2. Alcoholic beverages may be permitted for certain functions with the approval of the Church Council.
3. No firearms or other weapons may be brought onto the church property or into the church facilities with the exception of law enforcement offices in the execution of their duties.
4. No open flames permitted on the property without permission.
5. No pets allowed. Service animals are permitted.

Equipment

1. The musical instruments in the Sanctuary and other locations in the building are under the care and supervision of the organist and may not be used without permission.
2. The sound system in the Sanctuary has been professionally designed and installed. No additions or changes to the sound system shall be made.
3. Use of the kitchen and its equipment must be made with prior arrangement with the Pastor.
4. Unless specifically requested in the facilities use agreement and approved, SMLC equipment (such as telephones, copy machines, computers, AV equipment, etc.) will not be used. This does not preclude the emergency use of telephones for local calls.
5. Church equipment is not to be loaned outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the church council.

Facility

1. Using the Exit Checklist, document any damage, messiness or abnormalities observed prior to, or during use of, the facility.
2. Note arrangement of furniture/chairs upon arrival and return as found before departing.
3. Conserve energy. Turn on only those lights required. Do not adjust thermostats.

4. Food is prohibited in the sanctuary.
5. No tape, adhesives, staples, or tacks are to be used on any wall surface.
6. Ensure that all doors used are securely closed and locked upon exiting.
7. Ensure that all areas occupied are left in a neat and orderly condition.

Donations

Donations are not required but are gratefully accepted and appreciated to help cover custodial and maintenance expenses. Suggested for small groups meeting weekly \$50-100 per year; for large groups events \$50-75 per event. Donations are tax-deductible.

Updates and changes to this document approved by Church Council on 8 September 2022.