

FMT-010 Palmetto Road Property Utilization Policy

Policy No. FMT-010

Rev 0

Purpose

The purpose of this document is to define the conditions for the use of Christ Our Shepherd Lutheran Church's (hereafter referred to as COS) undeveloped rural property located at 411 Palmetto Road, Fayetteville, GA (hereafter referred to as the Property)

Scope

The Property may be used by COS members, Ministries, and any other recognized Group or Organization associated with COS or by non-COS organizations approved by COS (hereafter referred to as the Using Organization)

Definitions

- **Location**
 - Palmetto Road location includes all geographic features within the boundaries of the location
 - The property consists of all the features within the fenced or natural borders of the address, i.e. the fields, the lake, the buildings, the dam, the woods, the creek.
- **Member/family**
 - A person who is a member of COS who may arrange to use the property for individual use or use by his/her family members
- **Ministry**
 - An official and defined Ministry of COS or any group that is recognized by COS as being associated with the Church and its organizations and purpose
- **Non-COS entity**
 - Any entity not part of the organizational or functional structure of COS.
 - An entity that holds the same or similar concepts of service and wellbeing as COS
 - An entity that operates on a nonprofit basis

Limitations

- **INTENDED USE**
 - Palmetto Road is intended to be used by:

- A member or member family of COS who desires to use the property for a family-oriented event
 - A COS Ministry or Group that desires to use the property for a group-oriented event
 - An organization other-than-COS that desires to use the property for a proscribed and authorized event
- Palmetto Road is NOT intended to be used by:
 - Any individual or organization that intends to use the property for profit
 - Any individual or organization that does not comply with COS's overall intent for the use of the facility
 - Any entity that intends to use the property for any illegal purpose
- **SAFETY**
 - The safety of all classes of users is of high importance. All activities planned to be exercised by the Using Organization must consider all aspects of individual safety and well being
 - All reasonable efforts must be taken by the Using Organization to ensure the safety of their participants
 - All facilities on the property are considered to be safely built and maintained, when operated rationally and no liability will be assumed by COS

Logistical Conditions

Cell phone reception is inconsistent at Palmetto Road. Therefore reliance on them for weather updates, directions, general communications, and emergency notifications in case of fire or accident should not be assumed. Other communication methods should be used and are the responsibility of the Using Organization

Materials and protocols for the safety and wellbeing of their participants, such as first aid, handicapped, emergency equipment are the responsibility of the Using Organization

As in any outdoor, natural, unimproved venue, hazards such as rocks, vines, poisonous plants, animals such as snakes, ticks, bees, etc. must be recognized by the Using Organization. Recognition, usage, accommodation, recovery, first aid, and emergency plans must be in effect to deal with such conditions.

Location and event security during and at the conclusion of the event is the responsibility of the Using Organization

Conditions of Use

An applicant for the use of the Property must be at least 18 years old

Any applicant must submit an official Application Form

Any exemption to any Policy must be clearly explained in detail on the Application

All applications will be reviewed by the Director of Operations, pastors, and/or Facility Management Team, who will then approve or deny applications and communicate decision to all parties.

Previously scheduled events will take precedence over new requests

The Using Organization will accept all responsibility for any accidents or injury/damage to persons or facilities involved in their event

The Using Organization is responsible for the condition of the facilities subsequent to the completion of their event. A post-event inspection will be conducted by the representative of the Using Organization and COS to identify any damages or conditions different from the initial conditions and jointly will determine the correcting conditions. In lieu of a Using Organization representative, a COS representative will be the sole determiner of any conditions that are different than the conditions prior to the event

The Using Organization will be responsible for the compliance of all their participants at their event with local, state, and Federal laws

Pre-event entry access, during-event access, and post-event egress through the automatic gate via the digital codes (especially the hold-open feature) are the responsibility of the Using Organization and must be coordinated with COS operations.

Examples of expected activities are suggested but not limited to those listed: below:

| ALLOWABLE | PROHIBITED | CONDITIONAL |
|------------------|--|--------------------|
| Picnicking | Hunting | Open fires |
| Fishing | Firearms usage | Overnight camping |
| Games | Bow and arrow usage | Alcohol usage |
| Meetings | Motorized off-road vehicles (ATV, scooters, motocross, etc.) | |
| Crafts | Watercraft | |
| | Swimming | |
| | Tree climbing | |

Application For Use

(Must be submitted 30 days prior to requested date)

Date Submitted: _____

REQUESTING ORGANIZATION

Organization Name _____

Representative Name _____

Phone _____ email address _____

PLANNED ACTIVITY (use additional space if needed)

Detailed Description _____

Date(s) requested: From _____ To _____

Hours of Use: From _____ To _____

Location(s) requested: _____

Facilities to be used: _____

REQUESTED COS SUPPORT

Parking Assistance: yes ___ no ___ Cost \$ _____

Security: yes ___ no ___ Cost \$ _____

Access control: yes ___ no ___ Cost \$ _____

PRE-EVENT PREPARATION

Mowing: yes____ no____ Cost \$_____

Location _____

Extent_____

Clean-up: yes____ no____ Cost \$_____

Location _____

Extent_____

As the representative of a Using Organization, I will ensure the compliance of my organization and its event participants to all the rules and regulations in the **COS Palmetto Road Property Utilization Policy** and any additional conditions described in this Application.

Name: _____ Date: _____

Signature: _____

Acceptance of Application

PRE-EVENT INSPECTION

Findings: _____

Using Organization representative name: _____ Date: _____

COS representative name: _____ Date: _____

POST EVENT INSPECTION

Findings: _____

Settlement: _____

Task(s) _____

Cost(s): _____

Using Organization representative name: _____ Date: _____

COS representative name: _____ Date: _____

Reviewed by: _____ Date: _____

Accepted by: _____ Date: _____

Policy Revision History

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Policy No. FMT-0010

| Rev No. | Date | Author | Content |
|----------------|-------------|---------------|----------------------------|
| 0 | 24 Apr 2020 | | Approved by church council |
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