

POLICY FOR USE OF CHURCH BUILDING AND EQUIPMENT

It is the desire of Faith Lutheran Church that our church facility be an active part of our community. It is the intention of these policies to permit such involvement while maintaining fiscal responsibility its members.

1. Use of the Sanctuary

There will be no charge for appropriate use of the sanctuary.

2. Fees for Non-Member

- See Guidelines for Parties & Receptions at Faith Lutheran Church.
- The church requests the facility be left in as good or better condition upon leaving.
- All rooms are to be left in original condition. Chairs, tables, equipment etc. that are used are to be returned to their original place and wiped clean and garbage with food in it should be taken outside.
- Your group is to stay in the designated area that you have reserved. There should be no running around or "visiting" other rooms of the church.
- All food and drink must be removed from the refrigerators after your event. This includes groups that meet at the church on a regular basis.

Fellowship Hall

- \$35 donation is requested.
- \$40 contribution to the custodian is requested.

Fellowship Hall with Kitchen

- An additional \$35 for kitchen use is requested.

Sunday School Rooms

- If Sunday School rooms are used, a \$15 donation is requested. If more than one room is used an additional \$5 per room is requested

3. Fees for Members

- See Guidelines for Parties & Receptions at Faith Lutheran Church.
- There is no charge recommended for use of the church facility for weddings, anniversaries or family events of church members.
- A \$40 contribution to the custodian is required.
- The church requests the facility be left in as good or better condition upon leaving.
- All rooms are to be left in original condition. Chairs, tables, equipment etc. that are used are to be returned to their original place and wiped clean and garbage with food in it should be taken outside.
- Your group is to stay in the designated area that you have reserved. There should be no running around or "visiting" other rooms of the church.
- All food and drink must be removed from the refrigerators after your event. This includes groups that meet at the church on a regular basis.

4. Fees for Non-Profits

- There is no fee for use of the building.
- A \$40 deposit is required for janitorial fees. Your deposit will be held by Faith until after your event. The deposit will be returned to you after your event as long as all clean-up requirements have been met (tables and chairs back in original places and wiped clean, floors clean, garbage taken out if food is in them, etc).
- The church requests the facility be left in as good or better condition upon leaving.
- All rooms are to be left in original condition. Chairs, tables, equipment etc. that are used are to be returned to their original place.

5. Use of Church Equipment

- Church equipment is not available for loan to non-members.
- An Application for use needs to be filled out to reserve equipment.
- Equipment will be loaned out on a first come-first serve basis as long as it is not being used at the church for the designated time period.
- Tables and chairs need to be returned to church no later than 7:30 am Sunday morning.
- Unless pre-approval is given, no borrowed items should be out of the facility for more than 1 day.
- Members may request use of older folding chairs and old tables. The metal chairs and tables in use in the Sunday School rooms and Fellowship Hall may not be borrowed. No white tables or upholstered chairs are to be taken out of the church.
- There is a \$100 deposit required for use of church equipment (i.e. chairs and tables). Once the equipment is returned in the same condition it was taken and it is returned on time your deposit/check will be returned to you.
- Other equipment may be borrowed if available by filling out usage form. This includes roasters and other kitchen items. The church calendar and event coordinator need to be consulted in advance.

6. Charges for Serving Food

- See guidelines for parties and receptions.
- Contact a Faith Lutheran Kitchen representative.

7. Other Requests

- Other requests will be negotiated on an individual basis with event coordinator and council representatives.

****Payment for use of the church is required when your application is turned in. Please see your Church Usage Packet for rates/charges.**

All policies and fees are subject to change.