

# UNITED LUTHERAN CHURCH

## USE OF BUILDING GUIDELINES AND FEES

### USE OF THE BUILDING BY MEMBERS:

Any groups or individuals using the building, please observe the following:

1. A member worship event (*example: funeral*) will take precedent over all other scheduled events. The church will make every effort to avoid any scheduling conflicts.
2. Keys will be assigned to designated persons as needed. Persons, such as the Pastor, office manager, council members, janitors, and members of the Property Board, who wish to have a key, must be signed out at the church office.
3. Prior to using the building for **any purpose**, contact the church office one month in advance for a scheduling approval. (*Meetings, parties/events held at the church need the approval of the Church Council.*) Due to the security system, you also need to make arrangements to have the building opened and locked up for early morning or late evening use.
4. A party being held at the church should be scheduled one month ahead of time through the church office as stated in item #3, and a donation should be given to the church. A donation of \$25.00 (minimum) will be requested for a “for profit party”. Any party being held by anyone selling merchandise for their own benefit such as a Candle Party, Craft Show, Tupperware Party, etc. will be considered a “for profit” party.
5. All donations are to be paid in advance. Fees for recurring classes such as basket weaving, piano lessons, etc. will be a minimum donation of \$10.00 per session unless a different amount is approved by the council.
6. NO ALCOHOLIC BEVERAGES
7. There is to be absolutely **no smoking in the building**. Outdoor cigarette butt containers are provided.
8. Clean the kitchen and wash dishes if used.
9. Before leaving the building be sure to shut off lights, coffee pots, oven, dishwasher, etc.
10. If candles are used, make sure they are extinguished.
11. Close windows. They are not to be left open overnight.
12. Do not use tacks or tape on the walls when decorating. Use tape only on the woodwork. Use your own supplies—not church supplies.
13. Tidy all bathrooms and make sure the toilets are flushed and not left running.
14. If church dishtowels are used, leave them on the counter to be washed by a church member.
15. Only designated items may be borrowed from the church. Items must be checked out by the office before and also upon return of the item. A sign-out sheet must be filled out before any item is removed from the church. Items borrowed by non-members require a \$50.00 damage deposit.
16. PLEASE LEAVE THE BUILDING AND FURNISHINGS IN THE SAME ORDER AND CONDITION AS UPON YOUR ARRIVAL.

### NON-MEMBERS RENT AND JANITOR'S FEES

A rental fee of \$25.00 (*in addition to the janitor's fee*) will be charged for any non-member using the building for a shower or party. The janitor's fee for bridal showers, baby showers, anniversaries, graduation parties, etc., is \$25.00 per area used (*\$25.00 for the Sanctuary and \$25.00 for the Fellowship Hall*).

## **ADDITIONAL CLEAN-UP INFORMATION**

**MEMBERS HAVE THE OPTION OF CLEANING UP THE BUILDING THEMSELVES AFTER PARTIES, GATHERINGS, ETC.** IF THIS OPTION IS CHOSEN, PLEASE ADHERE TO THE FOLLOWING GUIDELINES. KEEP IN MIND THAT THESE ARE IN ADDITION TO THE REGULAR BUILDING GUIDELINES.

The janitor will have the building cleaned prior to your function. Doors will be unlocked. Clean-up must be done immediately following your event.

### **CLEAN UP INCLUDES THE FOLLOWING:**

1. Bring your own dishtowels to use or if the church dishtowels are used, be sure to take them home and wash them before putting them away.
2. Vacuum or sweep all areas used.
3. Clean the bathrooms, if used (*including mopping the floors*)
4. Clean the kitchen, if used (*including mopping the floor*)
5. Make sure you remove all your garbage from the premises.
6. Clean everything that may have gotten messed during the use of the building.
7. Anything you move must be put back in place.
8. Turn off the lights and turn down the heat. (*if used*)

**Leave the building as clean as when you came.  
For more info or questions, call the office at 906-875-6591**