

POLICY FOR USE OF THE FACILITIES
BY MEMBERS OF VINJE LUTHERAN CHURCH
(contributions may be requested to cover extra costs)

The use of the facilities of the Vinje Lutheran Church shall be under the jurisdiction of the Executive Committee of the Church Council and the supervision of the Lead Pastor. Priority will be give to congregational events — such as worship services, meetings and activities of the congregation and its auxiliaries. No charges will be made, or contributions requested, for such use.

No charges will be made, or contributions requested, for use by the “extra-congregational” church — (conference, synod, intersynodial agencies and groups, ecumenical groups, etc.) - or use by non-profit public service groups whose objectives are deemed by the program staff to be complementary to those of the congregation and who have no access to funds for this purpose.

Contributions will be requested, according to the schedule below, to cover cost of more “private” use by members — such as weddings, showers, some birthday and anniversary celebrations, etc., and of use by non-profit public service groups which are funded for such purposes and whose objectives and activities are deemed by the program staff to be complementary to those of the congregation.

No contributions will be expected for funerals or for celebrations of members’ anniversaries of marriages of 40 years or more or birthdays of members, or persons of members’ immediate families, 80 years of older.

Schedule of Requested Contributions

\$25.00 for the Sanctuary *
\$15.00 for the Fellowship Hall *
\$10.00 for each of the Large Kitchen *
the Multi-Purpose Room
the Youth Room — the Choir Room
Rooms 5 and 6 — the Library
And the Courtyards
\$25.00 for the Heritage Lounge and
\$5.00 each for all other rooms,
including the small kitchen.

When the sanctuary or both the Fellowship Hall and the large Kitchen are used for an event or activity, the use of other spaces, such as the Multi-purpose room, shall be available without further cost.

Only tables and chairs will be available for use off premises. Please contact the church office for more information. Tables and chairs normally used in Fellowship Hall and classrooms are not available for private use outside of the church facility.

All arrangements for serving food shall be made in consultation with the Vinje Church Office
... 235-1441

Consult with the Pastors concerning honoraria for others being asked to serve, such as organists and soloists.

All exceptions to these policies shall be determined by the Lead Pastor in consultation with the Program Staff and the Executive Committee.

**POLICY FOR THE USE OF FACILITIES
BY NON-MEMBERS OF THE VINJE LUTHERAN CHURCH**

(rental fees will be charged)

The use of the facilities of the Vinje Lutheran Church shall be under the jurisdiction of the Executive Committee of the Church Council and the supervision of the Lead Pastor.

Schedule of Rental Fees

\$80.00 for the Sanctuary
\$80.00 for the Fellowship Hall
\$35.00 each for the Large Kitchen
the Multi-purpose Room,
the Youth Room,
the Choir Room,
Rooms 5 and 6
The Library
And the Courtyards
\$20.00 each for all other rooms,
including the small kitchen.

The Heritage Lounge is not available for “extra-congregational” church-related activities and events for those of other groups and individuals.

All arrangements for serving food shall be made in consultation with the Vinje Church Office, 235-1441.

Consult with the Pastors concerning honoraria for others being asked to serve, such as organists and soloists.

All exceptions to these policies shall be determined by the Lead Pastor in consultation with the Program Staff and the Executive Committee.

First Lutheran Church

Building Use Policy

Introduction

First Lutheran welcomes the use of its facilities by First Lutheran members and other groups who support the mission of the congregation. The use of our building becomes an extension of our mission to make disciples for Jesus Christ through worship, education, service and fellowship. We actively seek ways to utilize the building in fulfillment of our mission.

The building, the equipment, furnishings and supplies are the property of the congregation and, therefore, shall not be used by any group or individual without prior approval. Arrangements to use the building shall be made with the First Lutheran Church office manager at 507-931-3060. Building use expectations, security deposits, the facilities agreement, and related information will be handled by the office manager.

Building use events shall fall into one of the following four categories:

Category 1: Congregational events scheduled by the program staff, congregation council, or congregation committees.

Category 2: Non-profit public service events whose objectives are deemed by staff to compliment the aforesated mission of First Lutheran Church

Category 3: Member events including weddings, receptions, anniversaries, etc. Member weddings may be confirmed in advance as per wedding policy.

Category 4: General Use.

All groups in categories two, three, and four are required to sign a facilities agreement prior to using the requested space.

Events in categories two, three, and four may be tentatively scheduled 18 months in advance but will be confirmed 90 days in advance. Pastors, congregation council and congregation committees may schedule events and reclaim these dates prior to the 90 day confirmation deadline. Sensitivity regarding funerals is expected from building users.

Applications for building use by groups in categories two, three, and four shall be resubmitted annually by May1.

Church staff shall approve single use and occasional building use agreements.

Congregation council shall approve extended building use agreements.

Church staff may solicit assistance for building use decisions from the chairpersons of the social ministry and building and grounds committees.

In all cases, the church staff and congregation council reserve the right to refuse the use of church facilities.

FEE SCHEDULE

Category 1: events are without charge

Category 2: events are without charge but a damage deposit is required. Donations to offset building costs are appreciated.

Category 3 / Category 4:

Sanctuary \$35.00 / \$100.00

Kitchen/Dining Room 65.00 / 135.00

Dining Room 45.00 / 80.00

Kitchen Only 25.00 / 75.00

Pioneer Parlor (NO food) 10.00 / 25.00

Classroom 10.00 / 20.00

Nursery 10.00 / 25.00

Use of Coffee Maker 5.00 / 10.00

Wedding Without Reception includes:

Sanctuary, Nursery,

1 Classroom, Dining

Room (to be used for

Pop, Sandwiches, etc.) 35.00 /100.00

Weddings with Reception includes:

Sanctuary, Nursery,

1 Classroom, Kitchen,

Dining Room 100.00 / 310.00

Additional Information Regarding Reservations:

Fees are due in Church Office in advance of event.

Reservation fee for Sanctuary for wedding will include five (5) hours for the day of the wedding as well as one (1) hour for rehearsal the preceding day. Any additional time used will be charged at \$10.00/hour.

Reservation fee for Kitchen and/or Dining Room for an Anniversary or similar event will include 5 hours the day of the event. Any additional time used will be charged at \$10.00/hour.

Any extra-ordinary janitorial services required after premises are vacated will be charged at \$10.00/hour and will be billed to the responsible party following the event.

FIRST LUTHERAN CHURCH

St. Peter, Minnesota

FACILITIES AGREEMENT

We hereby agree to pay in advance \$_____ for rental of the following church property, check payable to First Lutheran Church:

1.

2.

3.

on the following date(s) _____

at the following times(s) _____

Building deposit submitted \$_____

We understand that we are bound by church rules as published on reverse side when using First Lutheran property.

I (We) have received and read a copy of the church rules.

Individual Representing Organization

_____ (Date)

Office Manager

FIRST LUTHERAN CHURCH

BUILDING USE EXPECTATION

The acceptance of a permit issued for use of First Lutheran Church facilities constitutes an acknowledgement by the organization or group of the following conditions:

Any permit granting the use of the facilities to groups, as requested in the application, will be limited to the terms of the permit.

No group or organization may sublet their use of the facilities to any other group.

All facility use permits are subject to cancellation.

An activities leader must be present from the time of entry into the facility until the time of departure.

The Custodian is responsible for the care of the property and supervises the operation of the physical plant. The Custodian or designated representative will assist in the use of the kitchen appliances. The Custodian does not supervise groups or activities.

The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual making the application.

All groups are required to clean up after using the facilities. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use.

Food shall not be left at the church after use of the Dining Room or Kitchen.

Rice and confetti are prohibited from use at weddings or other festive occasions anywhere on the church property.

All dish towels, dish cloths and tablecloths used by the group shall be put in a neat pile on the counter. The Kitchen Chairperson will do the laundering of them (except the tan tablecloths that have to be professionally done — at renter's expense.)

The persons or groups using the facility or grounds must permit to restore to the original condition any property destroyed or suffering from excessive wear and tear. Any equipment/supplies destroyed or missing will be replaced by First Lutheran with equipment/supplies of equal quality and the cost charged to the user.

Organizations or groups holding a Facility Use Permit must inform the Church.

GUIDELINES FOR THE USE OF FIRST LUTHERAN SANCTUARY PIANO AND ORGAN

Practicing on organ and piano

Free

No heat provided

Clear time with Music Director

No keys issued

Member use for recitals, concerts

Fee is \$15.00

Heat provided

Clear date with Church Office and Music Director

Non-member use for recitals, concerts, recording sessions

Fee is \$50 to \$250

Heat provided

Concert approved by Music Director

Clear date with Church Office

Tuning of the piano or organ is paid by the individual renter and First Lutheran's tuner is used. Advance notice must be given so the church staff can secure tuner.

Written agreement is signed and returned to Church Office.

NO object may be placed on the grand piano for any reason (especially flowers)

NO Food or drink are allowed in the Sanctuary.

ATONEMENT LUTHERAN CHURCH BUILDING USE POLICIES

ATONEMENT BYLAWS: Section VI, Paragraph 4g, reads as follows: “The property of this congregation shall be for the use of the congregation in its normal function as a Lutheran Church and shall not be used in any way not in harmony with the purpose of this congregation.”

In all cases functions directly related to the work of the congregation shall have priority for building use.

I. GENERAL POLICIES:

1. USAGE: All usage shall require a completed “Application of Use” to be reviewed for approval. Priority for approval shall be based on scheduled congregational events, congregational sponsored activities (i.e. Scouts, support groups), non-profit organizations and general usage.

All applications must be reviewed annually.

2. FEES: All usage fees must be paid at the church office in advance unless other arrangements have been made.

3. DAMAGE DEPOSIT: To protect and ensure the safe keeping of all church property, groups using the church facility will submit to the church office a damage deposit. The damage deposit will be a minimum of \$50.00. All damage deposits will be deposited in a non-interest bearing account. This deposit will be returned to the user at the end of the usage period if the property has been left in satisfactory condition. Users will be liable for damages over and above the deposit.

4. USERS’ RESPONSIBILITIES: It is every user’s responsibility to leave the area of the building used by them or their group as clean and as neat as they found it. Chairs, tables and equipment must be returned to its original place.

5. KEY POLICY: All keys to Atonement Lutheran Church will be monitored by the church office staff. Members needing keys will be required to check them out and return them to the church office during office hours. Non-member users will be required to make a \$5.00 key deposit. Key deposit checks will be returned uncashed when the key is returned.

6. EQUIPMENT: Audiovisual equipment available upon request.

7. CHURCH FURNISHINGS: It is the general policy that no church furnishings will leave the church premises.
8. ENERGY CONSERVATION: All groups are asked to be sensitive to energy conservation. Use only necessary lights, and be sure to turn off lights when leaving the building.
9. BUILDING SECURITY: For your personal security, do not unlock doors that are not necessary for your meeting. In advertising your meeting, give guidance to which door will be open. Be sure to lock all doors you opened before leaving the building. Report lost keys, do not duplicate keys, and return checked-out keys immediately after use.
10. KITCHEN: For use of the kitchen at Atonement refer to the “Kitchen Guidelines” which are available upon request.
11. ALCOHOL & SMOKING: Atonement Lutheran Church is a smoke-free environment, and smoking is prohibited in the building or on the property. Alcohol consumption is also prohibited in the building or on the church property.
12. MOVEABLE WALLS: Atonement has a number of moveable walls located in the Fellowship Hall and classrooms. These walls are to be moved by authorized personnel only! If you need a wall moved, consult with the church office.
13. FOOD AND BEVERAGES: No food or beverages are allowed outside of the Fellowship Hall.

II. ROOM USE

1. THE WORSHIP CENTER – SANCTUARY (THE PROPOSED USAGE MUST BE REASONABLE AND APPROPRIATE TO THE SPACE).

A. WEDDINGS

- a. Members: A basic fee of \$50.00. This is a usage fee which includes custodial services and utilities.
- b. Non-members: A basic fee of \$100.00. This is a usage fee which includes custodial services and utilities.

B. FUNERALS:

- a. Members: No fee.
- b. Non-members: \$100.00 for utilities and custodial services.

C. MUSICAL PERFORMANCES:

- a. Recitals by individual members of the congregation there shall be no fee.
- b. Student recital fees shall be \$25.00 per hour.
- c. Performances by professional musical groups shall be \$100.00 per event. Groups defined as “professional” are those who charge admission.

D. REARRANGING CHANCEL Rearranging chancel furnishings is not permitted unless prearranged and done by Atonement custodian. When rearranging furnishings, a minimum charge of \$10.00 is required.

2. FELLOWSHIP HALL

A. WEDDING RECEPTIONS:

- a. Members: \$50.00 for custodial and utilities
- b. Non-members: \$100.00 for custodial and utilities.

B. DINNERS, LUNCHEONS, WORKSHOPS AND SEMINARS:

- a. When sponsored by an outside group, the fee is \$100.00 for custodial and utilities.
- b. When a member of Atonement is a member of an outside group wishing to use the Fellowship Hall, the fee is \$50.00.

C. ANNIVERSARIES OR OPEN HOUSES, SUCH AS SHOWERS & RECEPTIONS:

- a. Members: \$50.00 fee for custodial and utilities.
- b. Non-members: Not available.

3. CLASSROOMS, CHOIR ROOM, YOUTH ROOM, NURSERY, MEDIA CENTER – SMALL GROUP AND EDUCATIONAL MEETINGS:

- a. When sponsored by Atonement or recognized as part of Atonement’s ministry, there is no fee.
- b. When sponsored by an outside group, the fee is \$25.00 per day per classroom for custodial and utilities.

The church council reserves the right to cancel all usage agreements at any time without prior notice.

APPLICATION FOR USE OF THE FACILITY Date of Application _____

NAME OF ORGANIZATION _____

Non-Profit Yes _____ No _____

Mailing Address _____

Contact Person _____

Work Phone _____ Home Phone _____

Purpose of meeting(s) _____

Anticipated Attendance _____

Date(s) facility required _____

Time _____ AM/PM to _____ AM/PM

Room Preference: _____

Requirements: (please check) Chairs _____ Tables _____ Coffee Pot _____

Sound system _____ Audio/Visual Equipment (specify) _____

Other Information: _____

Signature of Organization Representative _____

(Please attach organization financial statement or treasurer's report.)

PLEASE READ THE FOLLOWING CAREFULLY:

Use of facilities at Atonement Lutheran Church are subject to the following regulations:

1. Atonement Lutheran Congregational program needs have priority over all other requests.
2. Commitments to outside groups may have to be altered due to unexpected church needs such as funerals.
3. Atonement Lutheran Church is a smoke-free facility.
4. There are to be no alcoholic beverages on church premises.
5. Groups paying a usage fee will make their payment in advance of usage.
6. Groups using Atonement Lutheran facilities are expected to leave such facilities in same general condition as provided.
7. Each group is responsible for putting up and removing signs in the building directing persons attending the meeting to the correct room(s).
8. Equipment shall not be removed from the church building except for church functions.
9. Sound system equipment shall not be available to outside groups unless arrangements are made in advance of the use time.
10. The building may be closed to all groups on short notice due to inclement weather.
11. The Building Use Guidelines (attached) is the governing document of this application.

For Office use only:

Call made to confirm or deny building use: _____ (date)

Cost to group requesting use of facility: \$ _____ (one time/per use)

Damage Deposit: \$ _____ Date Received _____ Returned _____

Approved by _____

Room set-up (Please draw a diagram of the desired room set-up)

Office Comments:

Building Use Policy

- 1.) NO CHARGE - For members using the church for showers, birthdays, or anniversaries; nor will there be any charge for non-profit groups such as Boy Scouts or community groups. Members using the church should leave it as it is found. Custodian will do the vacuuming.
- 2.) \$25.00 RENTAL CHARGE - For members desiring to use the building for family activities such as graduation and confirmation receptions; and for recitals.
- 3.) FEES FOR WEDDINGS - For members - No Charge (this includes sanctuary, fellowship room, kitchen and candelabras and pew candles).
For non-members - Sanctuary - \$75.00, Fellowship room - \$25.00, Kitchen - \$25.00, Candelabras and Pew Candles - \$35.00, (Honorarium for Church Work group - \$50.00)
- 4.) FEES FOR FUNERALS - For members - no charge, for non-members - \$75.00 use of Sanctuary (\$25.00 to custodian) \$50.00 use of Fellowship Room and Kitchen
- 5.) NO GROUP(s) will be permitted to use church buildings or equipment for any meeting of a business type meeting or personal gain.
- 6.) PROCEDURE FOR RESERVING CHURCH - Individual or group is to contact secretary of the church who will get approval from the Pastor. if the Pastor has any questions, he/she will bring it to the attention of the church council.
- 7.) Central Lutheran members are considered members for these purposes.
- 8.) Organist and soloists will give their own fee schedules for those in need of their services.
- 9.) Only authorized personnel will put up or take down candelabras and pew candles.
- 10.) No confetti or rice to be thrown in the church.
- 11.) A \$25.00 custodial fee applies to all situations.
- 12.) No church equipment is to be loaned out without church council approval.