

## **Council Policy For Use Of Church Facility**

The congregation of First Lutheran Church welcomes the use of its facilities by its members and others, such as nonprofit and charitable organizations and community groups. When making plans to use the facilities please make arrangements through the church office well in advance of the proposed date. Written proposal from the requesting organization may be required at the discretion of the Church Council at its Executive Committee. This proposal should include:

- A. The group's purpose
- B. The reason for meeting.
- C. The organization's facility and equipment needs.

1. Members of the congregation may use the church facilities without a rental charge.

### **2. RENTAL RATES:**

for nonmembers and other community organizations, payable to First Lutheran Church, at the time arrangements are made:

- a. \$50.00 for fellowship hall and kitchen
- b. \$10.00 for each additional room (No charge for use of Fireside Room for weddings.)

### **3. CUSTODIAN FEES:**

Paid to church custodian by non-members, given to the pastor at the wedding rehearsal (weddings) or at the time arrangements are made with the church office for the planned special event:

#### **WEDDINGS:**

- a. \$30.00 - use of Sanctuary only
- b. \$75.00 - use of Sanctuary, Fellowship Hall, and Kitchen

#### **SHOWERS, ANNIVERSARIES, PERSONAL OCCASIONS**

- a. \$30.00 - for 0 to 50 people attending
- b. \$35.00 - for over 50 people attending

### **4. CHURCH EQUIPMENT**

Must be checked out with church office.

- a. Tables - New tables will not be loaned or rented. Any group or individual may use wooden tables free of charge.
- b. Chairs - may be borrowed.
- c. Kitchen equipment - not to leave the church without the consent of the president of the W/ELCA

Available for use at receptions held in the Fellowship Hall:

3 sets of silver service, punch bowl, 3 large coffee urns, table cloths, 1 automatic coffee maker, table cloths for head table and punch bowl table. Use of table cloths, - arrangements

for and cost of laundering is responsibility of user. THESE ITEMS ARE NOT AVAILABLE FOR FUNCTIONS OUTSIDE FIRST LUTHERAN.

5. The church fellowship hall, and equipment are available to non-members with special consent by the Church Council or Executive Committee with the above - listed charges applying.

6. Refer to FIRST LUTHERAN CHURCH WEDDING POLICY for serving at weddings.

7. USE OF ALCOHOLIC BEVERAGES AND TOBACCO IS PROHIBITED.

### **APPLICATION FOR LONG AND SHORT - TERM USE OF BUILDING**

Date\_\_\_\_\_

This contract is for outside groups to complete that wish to use the facilities and property of First Lutheran Church, Morris, MN. here after referred to as First Lutheran.

I,\_\_\_\_\_ of\_\_\_\_\_

\_\_\_\_\_  
(your name and position) (Organization's name & tax exempt #)

hereby seek permission to use \_\_\_\_\_,

\_\_\_\_\_ room(s) at First Lutheran on \_\_\_\_\_,

between the hours of \_\_\_\_\_ and \_\_\_\_\_

AFTER HOURS PHONE NUMBER\_\_\_\_\_.

\*\*\*\*\*Church functions have priority over outside groups. (It may be possible for your group to use another specified room in times of scheduling conflicts, if requested one week in advance.)

We agree to the following conditions:

1. The use of First Lutheran's building is limited to the area requested plus restrooms.

2. We shall accept responsibility and pay for any damages done to First Lutheran Church property and equipment due to our use of the building. The replacement and/or repair will be determined by First Lutheran Administration.

3. We shall indemnify First Lutheran Church from any and all liability for damage to any person or persons whomever caused or claimed to be caused for any reason while the First Lutheran's premises are used by us.

4. We will provide adult supervision during entire time contracted use.

5. Use and/or distribution of alcoholic beverages and/or illegal drugs shall be strictly prohibited on First Lutheran property.

6. No smoking is permitted in the building.

7. We agree to leave the area used by our group (including restrooms) in the condition we found the facilities. We will accomplish these tasks and leave First Lutheran's premises by midnight.

8. We will use this area for our regular meetings. Social gatherings need to be cleared with First Lutheran's Administration at least one week prior to the event.

9. Donations will be accepted for the rooms used.

10. Special requests to use the kitchen must be cleared with Administration. This request must be at least one week prior to the event. (The church secretary will ask the kitchen

committee to provide a member to supervise use of the kitchen. It is agreed that the dishwasher will not be used without supervision.)

SIGNATURE\_\_\_\_\_

\_\_\_\_\_  
Date Paid\_\_\_\_\_

Date received Building Use form\_\_\_\_\_.