

## **BUILDING and PROPERTY USAGE**

### **I. General Use Of The Building**

Church organizations have priority for use of the building. All meeting times, however, should be recorded in the church office to avoid conflicts with other church organizations or with those parties which have leased space from the church office.

### **II. Use of Kitchen/social Hall or Kitchen/fellowship Room.**

#### **1.) For Church members:**

Whenever a member of the congregation wishes to use the kitchen and/or social hall, kitchen and/or fellowship room for an event such as a shower, open house, anniversary, wedding reception, etc. for himself/herself or a member of his immediate family, reservations should be made with the church office as far in advance as possible.

- a.) Although no charge will be made for the use of the facility, a \$50.00 setup or cleanup fee for the custodian is expected.
- b.) OSLC organizations have priority for use of the kitchen/social hall or kitchen/fellowship room.
- c.) The member requesting the use of the facility is responsible for the property.
- d.) No liquor is to be served at any of the functions.
- e.) Consult W/ELCA wedding or funeral committee concerning catering and charges.

#### **2.) For Non-Church Members**

Whenever a non member of the congregation wishes to use the kitchen and/or social hall, kitchen and/or fellowship room for an event such as a shower, open house, anniversary, wedding reception etc., reservations should be made with the church office as far in advance as possible.

- a.) A fee of \$50.00 will be assessed for use of the church facilities, and \$50.00 for the custodians services.
- b.) OSLC organizations have priority for use of kitchen and/or social hall or kitchen and/or fellowship room.
- c.) The person requesting the use of the facility is responsible for the property.
- d.) No liquor is to be served at any of the functions.
- e.) Consult W/ELCA wedding or funeral committee concerning catering and charges.

### **III. Use of The Nave for Weddings**

Members: Nave only, no reception. \$35.00 to cover custodian over -time costs.

Nonmembers: Nave only, no reception. Up to \$250.00 plus \$35.00 or more for the custodian.

### **IV. Use of the Building by Community Groups**

OSLC may be used by nonprofit charitable organizations whenever such use does not conflict with activities scheduled by church organizations or leases. One member of the organization should be a member of OSLC and she/he is accountable for any abuse to the building or its contents. No entrance fees or sales of goods is permitted at these non church related functions.

If the social hall and/or kitchen are to be used by these community groups, the usual fees will apply unless special arrangements are made with the Trustees and Church Council. The churches lower level may be used for elections or preschool screenings at the discretion of the Trustees.

Final approval for the use of the building by nonprofit charitable groups must be received from both the Trustees and Church Council.

The church facilities are not ordinarily available for fundraising by individuals or organizations outside the congregation.

#### V. Use of Church Personal Property.

No property or equipment of the church shall be removed from the building or grounds except for repair or replacement as authorized by the Trustees. This applies to utensils, tables, chairs, VCR, etc.

#### VI. Procedure for Use of The Building.

1. Reserve the building by contacting the church office.
2. Doors will be unlocked for scheduled events by the custodian, pastors, or church secretary. Make certain the building will be locked after you leave.
3. Special arrangements for setting up the social hall requires at least (3) days advance notice. Furnishings damaged by rearranging are the responsibility of the reserving party.
4. Please do the following check before leaving the building: a. shut off lights, b. clean up the kitchen if used, c. shut all windows, d. lock outside doors.

#### VII. Designated Gifts

The Church Council has the authority to accept or reject any gift offered to OSLC. It is recommended that gifts be given to already established funds. If a new fund is to be started, it shall be established by action of the Trustees and approved by the Church Council. A list of established funds will be on file in the church office along with suggestions for new ones in areas deemed desirable by the Trustees. Memorial gifts are handled by the Board of Deacons and its Parish Arts Committee.

#### VIII. Funerals and Weddings

Persons wishing to use the church should contact the pastors or the church office.

#### IX. Smoking is not permitted any where in the building.

