

Hope Lutheran Church FACILITY USE POLICY

Description of Available Facilities

Fellowship Hall:

A room with windows to the east and west and skylights. The room seats 220 around round tables. A kitchen opens to the Fellowship Hall. The room is on ground level and is air conditioned.

Common uses for this room include:

- Wedding receptions
- Birthday/Anniversary Gatherings
- Dinners
- Conferences and Workshops
- Family Gatherings

Fellowship Hall Kitchen:

A large kitchen with accompanying appliances including dishwasher, stove, refrigerator, freezer, etc. Plenty of counter space makes food preparation and serving easy. The kitchen opens to the Fellowship Hall through windows (which can be closed).

Gathering Area:

A large area through which people access the Fellowship Hall and Sanctuary. A coffee bar and seating area are available for small meetings. This area is air conditioned.

Fireside Room:

A lounge to the east of the Administrative Area. The secluded space can seat 40 people and offers a comfortable room for small groups or meetings. This room is not air conditioned. A small kitchen is available off the Fireside Room.

Activity Center:

In the basement under the sanctuary the Activity Center (the former Fellowship Hall) is a large room with a stage. A kitchen with a residential stove is available. The room seats 150 people around tables comfortably. This room is air conditioned.

Sanctuary:

Hope's worship space is available for appropriate concerts, lectures, or other productions. The sanctuary seats 300 people comfortably on the main level. A grand piano and sound system is available. The space is air conditioned.

Scheduling and Approval Process:

All places are reserved on a first-come, first-served basis. Regular church activities take precedence over special events.

To reserve a space, contact the church office and make arrangements to fill out a reservation form. A deposit will be requested to reserve your date on the calendar.

Those groups who use space on a regular basis must renew their agreement annually through the Board of Outreach. This will normally be finalized June 1 for the coming program year which begins in September.

Facilities are not available for use at the following times:

Sunday mornings

Holy Week (Palm Sunday through Easter)

Christmas Eve Day and Christmas

Wednesday afternoons and evenings (September through May)

"Member" refers to all active members of Hope Lutheran Church and the use and custodian fees are based on a member's personal use of the space for family gatherings and celebrations. A member of Hope Lutheran Church who is calling on behalf of another group or organization or business will pay the fees associated with their specific room needs and not expect to get the member's fees.

Any questions or concerns about scheduling or fees will be dealt with through the Parish Administrator.

Fees: All fees are paid to Hope Lutheran Church

Fellowship Hall:

Member and Church-Sanctioned Groups: use	No charge for room A donation for custodial services is encouraged.
Member Wedding Receptions: use	No charge for room
Non-member Wedding Receptions:	\$100 custodial fee \$200 room use (custodial fee included)
Non-Profit and Community Activities: \$100 custodial fee	Donation for room use
Business and other organizations:	\$40/hour

\$200/day maximum (custodial fee included)

Kitchen:

Member and Church-Sanctioned Groups:	No charge
Member Weddings:	\$100 (includes custodian fee)
Non-member Weddings	\$200 (includes custodian fee)
Non-profit and Community Activities:	\$75 (includes custodian fee)
Business and other organizations:	\$150 (includes custodian fee)

Gathering Area:

Member and Church-Sanctioned Activities:	No charge
Non-profit and Community Activities:	Donation is encouraged
Business and other organizations:	\$50

Fireside Room:

Member and Church-Sanctioned Activities:	No charge
Non-profit and Community Activities:	Donation is encouraged
Business and other organizations:	\$50

Activity Center:

Member and Church-Sanctioned Activities:	No charge
Non-profit and Community Activities:	Donation is encouraged
If food is served:	\$50 custodian fee
Business and other organizations:	\$50
If food is served:	\$50 custodian fee

Sanctuary: (no food or drink is allowed in the sanctuary)

Member and Church-Sanctioned Activities:	No charge
Non-profit and Community Activities:	Negotiated
Business and other organizations:	Negotiated

Facility Use Policies:

Set up and clean up:

The custodian at Hope Lutheran will set up and arrange all tables and chairs with instructions from those using the space.

Multiple Use Policy:

There will likely be more than one activity happening at Hope Lutheran at one time. Reserving a space does not reserve the whole facility. All attempts will be made to insure the success of your event in the midst of other activities.

Smoking:

Hope Lutheran is a non-smoking facility.

Alcohol Use:

Alcohol is not allowed on the property.

Phone Use:

Phones in the kitchen and activity areas are available for local calls.

Unlocking and Locking the Facility:

The reservation form will indicate when the space is to be unlocked and when the event is to close. The custodian will unlock and lock the facility.

Submitted by Hope Lutheran Church, Eau Claire, WI