

POLICY FOR USE AND RENTAL OF FACILITIES



POLICY: The use of facilities shall be in accordance with the discipline of Grace Lutheran Church and the policies adopted by the Church Council; including the following regulations:

1. All requests for using the church's facilities shall be made through the church office. The church secretary shall maintain a master calendar for scheduling. A reservation is not confirmed until the completed "Request For Use Of Church Facilities" is returned to the church office.
2. Priorities for scheduling events will be by the date first reserved. A funeral meal and Funeral scheduling is at the pastor's discretion and will take precedence over other scheduled events, when necessary.
3. The Policy Committee will review the fee schedule annually in June and submit any recommended changes to the Council for approval.
4. The person in charge of the event shall be registered with the church office and shall be responsible for the requested use.
5. The facilities used shall be left in a neat and orderly condition. Tables, chairs and other equipment shall be returned to their original locations by the person in charge of the event.
6. The group using the facilities is responsible in case of damages to the building or equipment, either by its members, or by persons attracted to their activities. Grace is not liable for individual persons or actions. A security deposit, as approved by Council, is due at the time of rental of the facility. It will be refunded within ten days, if the user complies with the regulations in this policy.
7. The Sanctuary and/or Chapel is available only for worship, devotional meetings, weddings, funerals, approved lectures or musical programs. Please refrain from entering the Chapel or Sanctuary unless your program is being held there. Please stay in the area(s) you have rented, in order to prevent possible conflicts with other meetings and group activities.
8. The use of the organ and pianos in the Chapel and Sanctuary will be by the approval of the Worship and Music Committee, in consultation with the church organist. Pianos should not be moved by anyone without the Committee's approval.

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9. The use of the kitchens are subject to the following conditions:

- All food should be removed from the facility.
- All paper trash and garbage must be bagged and taken with you after the function.
- Counters and tabletops need to be wiped clean of all food debris and spills.
- Dishes and all other utensils must be washed, dried and returned to their proper places. Please see labels on cupboards and drawers for contents.

10. **Outside** groups shall not be permitted to use the church for rummage sales, for profit activities, lotteries, raffles, any game of chance, or any other activity deemed unsuitable for church property.

11. There shall be no smoking in the facility.

12. There shall be no use of or display of alcoholic beverages and/ or drugs in the building or on the grounds.

13. There shall be no flash pictures taken during worship services or wedding ceremonies. Ample time for picture taking will be allowed afterward.

14. Sunday access to Fellowship Hall will be allowed after 1:30.

