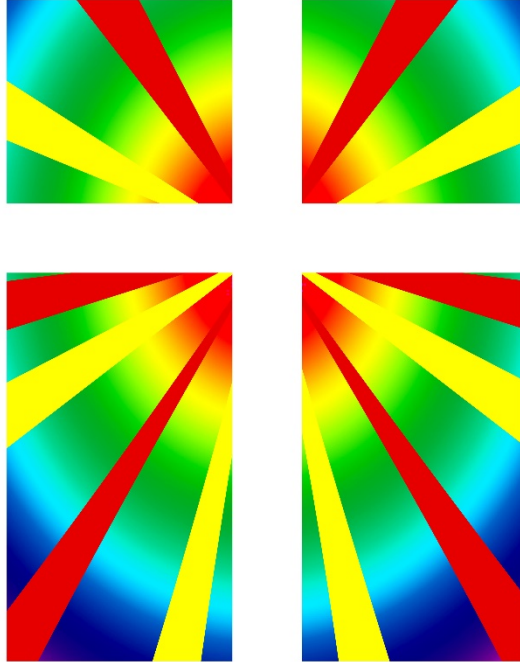


Facilities Policy and Guidelines

St. Peter's Lutheran Church

310 E. Division Street, Algona, IA 49341
(616) 866-1818



SAINT PETER'S LUTHERAN CHURCH AND PRESCHOOL

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1.0 Our Philosophy

The facilities at St. Peter's Lutheran Church (hereafter referred to as St. Peter's), including the sanctuary, preschool, fellowship hall, and kitchen have been constructed for the glory and worship of God, to serve the worship, fellowship and social needs of the congregation. Additionally, St. Peter's has a sincere desire to be of service to the surrounding community.

It is our belief that as we serve each other and our neighbors, we serve Christ. For this reason, our facilities are open to members of St. Peter's and non-members for constructive use. All requests are subject to evaluation and approval by the Facility Committee. All fees, terms and conditions are subject to adjustment by the Facility Committee upon request, on a case by case basis. Congregational and Preschool functions will receive priority over non-congregational activities.

2.0 Definitions

2.1 The words "member" and "membership" in this document mean a member of the local congregation of St. Peter's Lutheran Church, as defined by our constitution. Members are classified as baptized, confirmed and voting members. Any person who does not meet the requirements in our constitution is a non-member.

2.2 Any group or organization specifically sponsored by St. Peter's will be considered a member. Any group or organization not specifically sponsored by St. Peter's is a non-member. Non-members include individuals who are not members of the congregation, non-profit organizations and for profit organizations.

3.0 Requesting Use of the Facilities

All requests for use of the sanctuary, fellowship hall, kitchen, class rooms or other church facilities by members, non-members, for non-church use, or organizations should be made in writing on the *Request to Use Facilities* form provided (page 7 of this document), and submitted to the church secretary. The church secretary will advise the applicant of the availability of the requested facility, and arrange to have an authorized representative of that group make any necessary payments of fees and sign the *Request to Use Facilities* form. The church secretary will pass the application on to the Facility Committee for final approval.

After the Facility Committee meeting, the church secretary will advise the requesting group of approval or denial of the request for use and any applicable charges.

4.0 Members, Non Members and Sponsored Groups

Members may request the use of the church facilities for a wedding, family gathering, or other appropriate private event. Permission to use the facilities will be approved by the Facility Committee of St. Peter's. Members must schedule use of the facilities through the church office, following the procedure in 3.0. Parents or grandparents who are members may reserve the facilities for use by their children or grandchildren, regardless of the membership of the children or grandchildren. Children or grandchildren may reserve the facilities for use by their parents or grandparents, regardless of the membership of the parents or grandparents.

Any individual, family, or group that is NOT a member of St. Peter's or not sponsored by St. Peter's may request the use of the church facilities for a family gathering, community meeting, or other appropriate private or group event. Permission to use the facilities must be approved by the Facility Committee of St. Peter's.

4.1 Additional janitorial fees may be charged for events that create greater-than-average need to clean or maintain the facilities. Additional fees are at the discretion of the Facilities Committee. Fees may be reduced or waived at the discretion of the Facility Committee for extraordinary circumstances. A non-member whose fees are waived may be charged after the event if clean up by the user is not satisfactory and the facility used is not left clean and orderly, as determined by the Committee. It is expected that all equipment will be properly cared for and returned to its customary location. Any damage to equipment or property should be reported to the church office and replaced or repaired by the user as approved by the Facility Committee.

5.0 Contact Person's Responsibilities

The contact person signs the *Request to Use Facilities* form and will be responsible for the following items.

- 1) Arrive before the starting time noted on the "Request to Use the Facilities" form.
- 2) Ensure that the building is occupied for the time requested and only in the appropriate areas.
- 3) Notify appropriate church person when ready to vacate the building.
- 4) Prior to leaving the building, reset all furniture, leaving the facilities, including the kitchen as it was found.
- 5) Put trash outside in the dumpster in the trash corral.
- 6) Inform the church office of any incidents, unusual events, improper usage, breakage, etc.
- 7) Cleanup must be completed immediately following the event within a reasonable time.

6.0 Deposits and Fees

A deposit equal to 50% of the fee is required at the time the building use request form is approved by Facility Committee. The full rental fee needs to be paid to the Church Office seven (7) days in advance of the event.

Sanctuary (LCMS-only)	
Wedding Pkg. (non-member)	\$750
Wedding Pkg. (member)	\$250
Funeral (non-member)	\$300
Simple Service/Other	\$200

Other Facilities by non-members	
Fellowship Hall	\$200
Kitchen	\$100
Other (classrooms, library, etc.)	\$50

- With the exception of weddings, members will pay a flat \$50 fee for social or non-profit use to cover costs of usage. No building fees are associated with member funerals or use of facilities by church or church-sponsored organizations.
- Wedding package includes use of sanctuary fellowship hall, changing rooms, and other areas necessary to hold and prepare for a wedding.
- Non members must add \$10 per hour of use for a facility coordinator to monitor use of the building during the event.
- When use of the facility is for-profit, add 50% to the above fee schedule.
- In the event of cancellation, a refund will be given for all fees paid, except for a cancellation fee equal to 10% of the full rental fee.

*The Facility Committee reserves the right to rescind permission to use the facilities. Refer to 9.13 on page 5.

7.0 Use of the Kitchen

7.1 All uses of the kitchen must comply with county and state regulations.

7.2 Rules regarding the use of the kitchen will be found posted in the kitchen.

8.0 Use of A/V Equipment

Requests for use of any church-owned audio/visual equipment must be included in the Request to Use Facility form. No A/V equipment may be used without the use of an A/V technician designated by the congregation or demonstration of proficient knowledge of the equipment by the renter.

9.0 General Rules/Additional Information

9.1 All uses of St. Peter's facilities must meet county and state regulations.

9.2 Persons or groups using any of the facilities should confine their activities to the areas approved and to the restrooms.

9.3 Parking is allowed only in designated parking spaces. As at any public facility, handicap placards are required to use the handicap parking spaces. Fire lanes and driveways must be kept clear at all times. Groups whose members consistently ignore parking regulations may have their permission to use the facilities rescinded.

9.4 The use of cellophane tape adhesives on any painted or finished wood surface is not allowed. Please use adhesives that will not damage the surfaces. No nails or pins are allowed to be used in the walls or ceilings.

9.5 Any group of youth under the age of eighteen (18) using the facilities must be accompanied by at least two (2) adults or advisors over the age of eighteen (18) who have accepted responsibility for the group.

9.6 Food or drink is only permitted with prior approval.

9.7 Any broken equipment or damage to the facility is the responsibility of the user/group and should be reported immediately to the facility coordinator or the church secretary. An accounting of costs to repair any damages will be provided to the renter within fourteen (14) days after event, and must be paid within twenty-eight (28) days of the event.

9.8 The noise level of any activity should not interfere with any other activity that might be held elsewhere in the building at the same time.

9.9 Any events held at St. Peter's by individual members or outside groups shall be drug, alcohol, and tobacco free. Anyone who is found drinking, smoking, using or under the influence of illegal drugs while on the premises may be asked to leave, and appropriate legal action may be taken. Groups whose members repeatedly violate this policy will be denied further use of the facilities.

9.10 According to Michigan law, it is prohibited to carry firearms on any property or facility owned or operated by a church or other place of worship, except with the permission of the presiding official of the church.

9.11 Every group that uses the facilities at St. Peter's must schedule their use of the facilities through the church office. Non-member groups must have a current *Request to Use Facilities* form on file in the office. Cancellations will receive a refund of deposits made, except a cancellation fee equal to 10% of the total rental fee.

9.12 The Facility Committee reserves the right to impose, modify, or waive fees for the use of the facilities of St. Peter's. Any individual, group, or organization may request modification of fees from the Facility Committee.

9.13 The Facility Committee reserves the right to determine whether any specific use of the facilities is appropriate and to prohibit any individual, group, or organization from using the facilities.

9.14 The Facility Committee reserves the right to rescind permission to use the facilities for the following reasons:

- The purpose or meeting purpose of the renter is not compatible with the values, goals, aims, and methods of St. Peter's Lutheran Church.
- The group or organization does not use the facilities as stated in its initial building use request.
- Does not leave the facility clean and orderly
- Its activities are found to be immoral or illegal.

9.15 Any questions regarding interpretations of this document or the policies therein will be determined by the Facility Committee.

9.16 The Facility Committee reserves the right to change this document and any attachments at any time, including required fees and requested donations. However, existing agreements will be "grandfathered" until the existing "Request to Use Facilities" document expires. (One year from request, two years for weddings.)

9.17 Funerals conducted by St. Peter's Clergy are excluded from any rental fees.

9.18 As renters of St. Peter's Lutheran Church's property, we agree to protect, indemnify and hold harmless the St. Peter's Lutheran Church from any and all loss, cost, damage or expense, arising out of any person or property, and will protect, indemnify and hold harmless the St. Peter's Lutheran Church from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

9.19 You are encouraged to contact your insurance representative regarding your personal liability coverage when hosting an event.

**St. Peter's Lutheran Church
Request to Use Facilities
616-866-1818**

Facilities should be returned to the condition it was prior to your event. You will be billed for any damage to the property. A clean-up checklist is posted in the kitchen.

_____ Initials

Contact Person: _____
Address: _____
City, State & Zip: _____
Home Phone: _____
Cell Phone: _____
Email address: _____

Person responsible for clean-up and dishes (if other than contact person) _____ **Phone #** _____

Request Received Date	Event Date	Time Start	Time End
		am/pm	am/pm
One time use – Yes ___ No ___ Recurrence Period:			
Purpose of Event:			
Special Arrangements Needed:			
Estimated Attendance: Adults _____ Youth/Children under 18 _____			
Facility/Space Requested – Mark all which will be used			
Fellowship Hall		Classrooms	Meeting room
Kitchen		Sanctuary	

***Deposit is due at time of reservation, and will be returned after the event when the Life Center has been checked. Rental fee is due 10 days prior to event. Both checks will be cashed.**

Signature _____ **Date** _____

* By signing this request, you are indicating you have read and agree to abide by the Facilities Policies and Guidelines. You are also agreeing to be the Contact Person for this event as outlined in Section 5.0 of the Facilities Policy and Guidelines.

NOTE: All building use requests should be submitted at least one month prior to facility use.

OFFICE USE:

Date Received:

Approval Date

Person opening/closing

Custodial Notified

Fees: Rent \$

Kitchen \$

Other \$

Deposit Received \$

Fee Collected \$

Member Non-member

For-profit? Yes No

Deposit Returned