

CALVARY LUTHERAN CHURCH

GENERAL BUILDING USE POLICY

This policy provides general guidelines for use of Calvary Lutheran Church building including the Sanctuary, Fellowship Hall, Kitchen, and Classrooms.

General Use:

Calvary Lutheran Church activities shall take precedence over all outside groups or individual activities.

Organizations or groups using church facilities agree to take full financial responsibility for any damages to equipment or facility incurred during their use.

All groups must vacate the building by midnight unless prior approval has been obtained from the Church Council.

All groups must limit their activities to the dates and spaces assigned. There may be several groups using the facilities at the same time.

To schedule a room, contact the Office Manager at 517.321.4292 for availability. When possible, all meeting should be scheduled at least 48 hours in advance. The Office Manager will coordinate obtaining approval from the Church Council or the Pastor. (NOTE: Sanctuary use shall be limited to worship, weddings, funerals, baptisms and other activities approved by the Church Council or the Pastor. Kitchen use must be approved in advance by Church Council or the Pastor.)

There must be a representative from Calvary, 21 years or older, present at all times. The supervising adult will remain to lock up when the entire group has left the premises.

No items will be nailed or stapled to walls, doors, or furniture. Use of tacks, screws, putty, and tape that leaves adhesive on the surface are not permitted. Any decorations or posters must be approved by the church.

No smoking is permitted in the building or on the property.

No alcoholic beverages (except communion) or illegal drugs are allowed on church premises.

GENERAL REQUIREMENTS

The use of an Event Coordinator or Kitchen Attendant may be required, depending on the event.

The contact person must familiarize themselves with the emergency evacuation plans posted throughout the building. This person is also responsible for ensuring their group's compliance with this policy.

If needed, users must set up tables and chairs. At the conclusion of their event, they must return the tables and chairs to the original locations.

The premises must be cleaned and returned to the same condition as before the event:

Walkways should be shoveled and/or de-iced if necessary.

Fire doors cannot be propped open or blocked.

Tables cannot be set up in the main corridors.

All rooms, including restrooms should be cleaned.

All trash must be taken to the dumpsters.

New trash bag should be set up.

Lights must be turned off.

Doors and windows must be closed and locked.

USE OF SANCTUARY

Sanctuary use shall be limited to worship, weddings, funerals, baptisms and other activities approved by the Church Council or Pastor.

Musical instruments and the Sound Board shall only be used by designated church personnel. The Director of Music, Worship Committee, Pastor, or Church Council must approve any other requests.

Food or beverage is not allowed in the sanctuary unless it is authorized in advance by Church Council.

The window enclosures on the Sanctuary windows must be closed at the conclusion of the event.

DEPOSITS AND FEES

A security deposit of \$50 is required. A post event inspection will be made. Any repair or custodial costs will be deducted from the security deposit. The security deposit or the

remainder will be refunded in a timely manner. If damages exceed the security deposit, the additional costs will be billed to the person or group using the building facilities.

Boy Scouts, Girl Scouts, youth groups, non-profit groups, and senior citizen groups shall not be required to furnish a deposit or pay a building use fee. However, the person applying for building use shall be responsible for facilities as outlined.

There shall be no charge for use of building or rooms for church members provided use is for personal or family use, e.g. weddings, receptions, anniversaries, reunions, etc. The member responsible for building use shall be responsible for facilities as outlined.

If a church member requests the use of the building for a club that is not church oriented or for a business meeting, the charge shall be the same as for non-members.

NON-MEMBER FEES

Conference Room	\$25
Fellowship Hall	\$50
Fellowship Hall and Kitchen	\$100
Event Coordinator	\$25/hour
Kitchen Attendant	\$25/hour
Soundboard Technician	\$50
Sanctuary: Weddings, Funerals	Donation
Sanctuary: Other than above	TBD

KITCHEN USE

Kitchen use must be approved in advance by Church Council or the Pastor.

Health Department rules are in a notebook in the kitchen. All Health Department rules must be followed.

The Health Department License is for same day use only and all food items must be removed the same day.

No coffee, filters, disposable plates, cups, tableware, paper products, etc. are provided by the church.

Caterers must provide proof of liability insurance in advance of the kitchen use. Catered food is limited to on-site consumption.

Operating instructions for equipment use are posted in the kitchen.

All appliances and equipment must be cleaned. Return any utensils, dishes, silverware, etc. to the proper storage location. Clean refrigerators, stoves, counter tops, sweep and mop floors.

CALVARY LUTHERAN CHURCH

Building Use Agreement

Application form – Turn in to office with your payment

Date of Reservation _____ Start Time _____ End Time _____

If a reoccurring event, please indicate end date _____

Type of Event _____ Number of People Attending _____

Room Requested _____

Contact Person _____ Phone _____

Email _____

I have read the Building Use Policy and agree to follow them.

Signed _____ Date _____

Proof of liability insurance (caterers) _____

A post-event inspection will be made. Any repair or custodial costs will be deducted from the deposit and the balance refunded. If damages exceed the deposit, the additional costs will be billed to the person or group using the facility.

=====OFFICE USE ONLY=====

Security Deposit _____ Check Number _____ Date _____

Signed _____

Amount Paid _____ Check Number _____ Date _____

Signed _____

Office Signature _____ Date _____