



St Paul's
Lutheran
Church Facility
Use Policy

ST. PAUL'S LUTHERAN CHURCH FACILITY USE POLICY

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith and as a means of demonstrating the Gospel of Jesus Christ in practice.

This book is intended as a guide for members and non-members on the policies and procedures that have been established and approved by the congregation.

KITCHEN GENERAL

1. Please respect the Montessori items in the kitchen as those items do not belong to St Paul's.
2. Do not leave leftovers in the refrigerator. The exception would be items left to be used immediately by another group (For example—leaving cookies in freezer to be used next day for refreshments after a worship service.) Please mark such items clearly.
3. be sure to wipe down the counter tops, clean out the sinks and sweep the floor.
4. be sure to wash dirty kitchen towels after use and return promptly.
5. Take garbage with you to throw at your place.
6. **Kitchen Clean up Duties posted on kitchen fridge.**

FUNERAL LUNCH GUIDELINES

After meeting with the pastor and setting the date and time for the funeral, Pastor should contact the funeral committee chair to work out the arrangements for a meal if one is desired.

For very large funerals the family may wish to consider an alternate location for a meal since the fellowship Hall's maximum capacity for comfortable seating is 100 for lunch.

Groceries will be purchased by funeral chair at one location, unless additional retailer(s) will deliver. Groceries as needed should be ordered by the chairperson for that particular funeral.

Meals served at locations other than St. Paul's should be catered by someone other than the Funeral committee. Church members would be available to assist with serving.

The following menu is one that the congregation feels it can coordinate for any funeral.

Funeral Lunch Menu

- Luncheon meat sandwiches (family's choice.)
- Baked Beans
- Potato Chips and pickles
- Milk/Coffee
- Bars and Cakes (provided by members)

If a family wishes a meal to be catered at St Paul's all expenses incurred in the preparation and serving of the luncheon are the responsibility of the family. If paying by check, please make it out to: St. Paul's Church. Disposable plates, cups, and utensils will be used unless other arrangements are made. The remaining food from the funeral goes to the family.

COFFEE

1. Start the coffee one hour ahead of time for the large coffee pots.
2. Coffee instructions posted on side of coffee door.

- A) For the 10-12 cup coffee maker - Pull out the water reservoir, fill it to the desired amount. You may also fill it by using the coffee pot and filling it with water. Put in coffee filter and coffee.
- B) For the 45 -100 cup coffee maker, fill with water, and add the desired amount of coffee. No Filter needed. Plug in.
- C) Be sure to empty the used coffee grounds after brewing the coffee.

SERVING TREATS AFTER CHURCH

1. If you are willing to serve treats after church see the Church Secretary to be placed on the schedule.. Plan to serve approximately 50-60 people.
2. Start coffee one hour before the service. We usually make 48 cups. Set out coffee cups and glasses for the children. We normally serve coffee and a beverage for those who don't drink coffee.
3. See **Kitchen Clean-up Duties** for guidance. (located in kitchen on the fridge)

WEDDINGS

Be sure to read the section on **Kitchen general rules and catering guidelines.**

2. Maximum seating in the fellowship Hall is 100 people.
3. Due to the difficulties involved, the Congregation will not cater wedding dinners.

The wedding party is responsible for seeing that all tables, chairs, etc...are returned to their proper place if moved for the wedding. Please see the section on rental fees for costs.

CATERING GUIDELINE

1. Dish towels, detergent, etc...are to be provided by the caterer.
2. The family hiring the caterer will be held responsible for all utensils, including any broken dishes and serving pieces.
3. See kitchen general for guidance on the use of the kitchen, if you have questions see a trustee.

Suggested Donations

Non-members

For use of the Church Sanctuary	\$100.00
For use of the Fellowship Hall	
A) Showers, family gatherings	\$30
B) Wedding Receptions	\$50
C) Funerals	No Charge
D) Upstairs rooms	\$25

Custodian deposit is in addition to other fees \$30
 If additional cleaning is required you will
 Be charged at a rate of an additional \$15
 per hour.

Members

- | | |
|-------------------------------|----------|
| A) Showers, family gatherings | donation |
| B) Wedding Receptions | donation |
| C) Funerals | no fee |
| D) Upstairs Rooms | donation |

Custodian deposit will be charged the same as for non-members unless Members agree to clean up after the event. Cleaning must be to the trustee's satisfaction. Cleaning supplies are located in the cleaning room next to bathroom on main floor. The church will waive any fees for non-profit organizations and accept a donation instead.

USE OF CHURCH EQUIPMENT

1. The Church has a number of tables, chairs, 100 cup coffee pot and roasters which are available for use by the members. A trustee must be contacted before they are removed. Please write the items and the date on the kitchen log slip located on the fridge and be sure to sign them back in. Please return items in a timely manner.
2. The following items are not to be removed from the church: kitchenware including pots and pans and utensils. Exceptions may be made for church sponsored activities. Please secure permission from a trustee before borrowing anything.

PROCEDURE FOR RESERVING CHURCH

Montessori School will have precedence over mid-week requests of the kitchen and/or downstairs fellowship area due to lease; exception would be for funerals or weddings.

If you wish to use the church or fellowship hall for an activity
Please follow these steps.

1. Contact Pastor or an Elder to review requests for Church use and deny or approve request.
2. The trustee will make sure there are no other conflicting events on the calendar. They will then write your activity on the calendar in the kitchen.

Church Council Directory (see attached)

Kitchen Clean up Duties (see attached)

Contract (see attached)

Please note - Alcoholic beverages or smoking are not permitted anywhere in the church building.

Revised 4-18-16, 5-9-16

St. Paul Lutheran Church Reservation Request and Agreement

Name of person or organization requesting use of facilities:

Please check one of the following (mark with an X):

Church Member	
Church - Sponsored Ministry	
Non-Member	
Non-Member Group Organization	

Name of Contact: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email address: _____

Organizations (if applicable), please list website or facebook page:

Non-member insurance certificate provided? YES NO

Please state purpose for wanting to use the facility: _____

Please list date(s) and time frame you wish to use the facility:

DATE:	TIME:

Please mark (X) all areas you are wishing to use:

LOCATIONS		Non-member suggested donation
Sanctuary (must be approved by Pastor)		\$100
Kitchen		
Fellowship Hall - Weddings/other		\$50/\$30
Upstairs (large room)		\$25
Classrooms		\$25
Other		TBD - based upon request
Funerals		No Charge

A \$30 Custodial Deposit is required for all members and non-members wishing to use the facility. If additional cleaning is required, an additional charge of \$15 per hour will apply for custodial issues.

Signature: _____

Date: _____

<p>Church Use Only:</p> <p>Date Received: _____ Date Deposit Collected: _____</p> <p>Received by: _____</p> <p>Approved by: _____</p> <p>_____</p> <p>Date Deposit Returned or additional fees collected: _____</p>

St Paul's Lutheran Church

Building Use and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____ (hereafter the "Organization") of the city of _____, state of _____ shall be using the building and grounds of St Paul's Lutheran Church (hereafter the "Church") from _____ to _____, 20 _____, for the purpose of _____

hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to provide a Certificate of Insurance (available from your insurance provider) to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

_____ (ORGANIZATION NAME)

BY:

Signature: _____

Title: _____