

POLICY FOR USE OF CHURCH BUILDING AND EQUIPMENT

It is the desire of Faith Lutheran Church that our church facility be an active part of our community. It is the intention of these policies to permit such involvement while maintaining fiscal responsibility its members.

1. Reservations

You can contact the church office at 507-374-2174 or faithdcmn@gmail.com to reserve the church for your upcoming event.

2. Priority

Church Functions have priority over community activities. When it is necessary to intrude on scheduled community activities, notice will be given as soon as possible and alternative facilities will be recommended.

3. Payments

Payments for use of the church is required when you submit your application, No event will be put on the calendar until payment has been received by the church office. Your check will not be cashed until after your event date. Please see the Usage Invoice corresponding with your even for more fee information and who to make the check payable to.

4. Liability

The organization will be liable for any and all damage or injury to people or property. This organization will pay for any claims or damages to the church or people involved.

5. Guidelines

- Permits are issued only for the dates, hours, area, and equipment specified. Permit holders shall not transfer or sublet the permit to another organization.
- All activities must be under competent supervision with the organization using the facility assuming full responsibility.
- Smoking and Alcohol are prohibited in the church and on the church grounds.
- The church council or Pastor Barb is authorized to act in any case not covered by the rules and regulations.
- Children are not allowed to play without adult supervision and are not allowed to play in the sanctuary. Your group should stay in your reserved area only.
- No one is allowed to use the band equipment (piano, drums, etc) unless prior consent.
- No one is allowed to use the sound/ equipment unless they have prior okay from the church office to use it and have had training on the system.
- The church requests the facility be left in the original condition or better condition upon your group leaving. Chairs, tables, equipment etc. that are used are to be returned to their original place and wiped clean and garbage and food in it should be taken outside.
- Food is to be prepared by the caterer or the family BEFORE usage of the kitchen. The church facilities are not to be used for cooking other than church events. Foods may be kept in the refrigerator and/or reheated on the day of the event only.
- All food and drink must be removed from the refrigerator after your event. This includes groups that meet at the church on a regular basis.

6. Use of Church Equipment

- Church equipment is not available for loan to non-members.
- An application for use needs to be filled out to reserve equipment.
- Equipment will be loaned out on a first come- first serve basis as long as it is not being used at the church for the designated time period.
- Unless pre-approval is given, no borrowed items should be out of the facility for more than one day.
- Renting party will be liable for all damages to equipment that is not returned in the same condition it was when it was taken.

- Renting party is responsible for making arrangements to return equipment. If equipment is not returned at the designated time a \$100 late fee will be required.

7. Other Requests

- Other requests will be negotiated on an individual basis with event coordinator and council representatives.
- If the church will be used for reception meal, please request a copy of our “Parties and Receptions” guidelines.

8. Questions

- If you are scheduled to use the church and have questions regarding set-up, tables/ chairs, location of items, kitchen use or have any other questions regarding the day of your event, you may contact Brenda Bronner at 374-2706 or b.bronner@mchsi.com or contact the church office at 374-2174 or faithdcmn@gmail.com.

****Payments for use of the church is required when your application is turned in. Please see your church invoice for rates/charges.**

All policies and fees are subject to change.

03/12/2015

Sarah Erler