



# **FACILITIES USAGE POLICY**

## **First Lutheran Church of Bemidji**

Members of the First Lutheran Church are stewards of God's House and these facilities are intended for use consistent with the church's mission.

Priority for scheduling shall be as follows: 1) church ministries, 2) Christian ministries the church supports, 3) members of the church, 4) the Christian community, and 5) the community.

Any requests for exceptions to this policy shall be presented in writing to the church office. The church council has the final authority for determining use of the facility. All church staff make decisions based upon the direction of the council.

### **SCHEDULING**

Usage of the facility will be scheduled on a first-come-first-served basis. All scheduling must be coordinated with the church office personnel and scheduled on the church calendar. The church staff retains the right to ask any group to move to a different location within the building or to cancel the use of the building.

### **GENERAL FACILITY POLICIES**

#### ***General instructions***

- No individual may use the church facility for a commercial business purpose.
- The church reserves the right to schedule multiple events throughout the building.
- Respect for other programs using the building and its grounds are expected.
- Use of church equipment, i.e., TV/VCR/DVD player, projectors, screens, and sound equipment; tables and chairs, is subject to availability and approval. These items may not be taken off of church property.
- Use of decorations is subject to the approval of church staff.
- No alcoholic beverages or tobacco products are permitted on church property.
- Youth groups and young children must have adult supervision at all times.
- No children are allowed on the stage in the multipurpose room or elsewhere in the church without supervision.
- Individuals or groups are expected to remain in or near the room(s) rented.
- Groups must adhere to time schedule in the application as custodial assignments may be based on event.
- The church will not be held responsible for personal property left in the building.
- If there is damage to church property during an event, the person or organization using the building may be assessed damages fees.
- The church provides insurance covering property and groups under its control. All other groups will provide the church secretary with a hold harmless agreement or certificate of insurance.

#### ***Set-up***

- A discussion (meeting or phone call) with the custodian should be held at least one week prior to the event to go over details and expectations.
- The set-up and arrangement of tables and other equipment are the responsibility of those using the facility.
- If the sanctuary is used, permission must be received from a church staff member before moving any fixtures or accessories.

### **Facility Clean-up**

-Basic clean up of the area used is required (including dish washing, decoration removal, replacement of all furniture and equipment to its proper place).

### **Fund Raising Events**

-Christian ministries may use our facility for fund raising purposes only if the group is a ministry which our church supports through its missions budget, or if a member of our church is involved in the ministry. The way that funds are going to be raised must be included on the application and approved by the council.

-Community groups may not use the building for fund raising events, unless the funds raised are to support the mission and ministry of the church and/or provide an outreach to the community beyond the groups raising the funds.

### **Use of Church Kitchens**

-Use of the kitchen requires an orientation and instruction session prior to use.

-Basic clean up is always expected. This includes washing the dishes, tables, counters, etc. and sweeping the floor if necessary.

### **Use of Church Sanctuary**

-Special permission must be received in order to use the sanctuary.

## **FEES**

-Fees may be waived or reduced by the council for events in which First Lutheran Church has established a partnership in ministry.

-A deposit of \$100.00 or an amount not to exceed the total rental cost will be required before an event is placed on the church calendar. The deposit will go toward the final charges. The deposit will be refunded if the event is canceled with at least 48 hours notice.

-Depending upon the event, a security / supervision personnel fee may be charged on an hourly basis at the rate of \$20/hr. This person will be responsible to open and close the church, help the group find necessary items, answer questions, and supervise the use of the building.

-Half day rates, four hours or less, are noted in (parentheses) below.

PLEASE NOTE: Additional fees may be charged depending on the size of the group, the amount of space being used, the time of the event, the duration of the event, and any damage done to property. This *does* apply to members and Christian ministries.

**Office Hours:** (8:30 am -4:30 p.m. Monday-Friday)

#### Members, Christian Ministries & Non-Profits:

There is *generally* no fee for the use of classrooms, fellowship hall, or kitchen during office hours for church related activities. They must, however, take full responsibility for cleaning up the area they used and for returning all tables and equipment to their proper places. Freewill donations are welcome.

#### Community Groups:

Fellowship Hall - \$50.00 per day (\$25.00 ½ day)

Classrooms - \$25.00 per day (\$15.00 ½ day)

Conference/Library - \$25.00 per day (\$15.00 ½ day)

Multipurpose room - \$100.00 per day (\$50.00 ½ day)

Multipurpose w/classrooms - \$150.00 per day (\$75.00 ½ day)

Auditorium - \$100.00 per day (\$50.00 ½ day)  
Sanctuary - \$100.00 per day (\$50.00 ½ day)  
Kitchen - no charge for minimal use  
\$25.00 if used as a serving kitchen  
\$75.00 if used for preparing and serving

**Non-office Hours**

***Automatic \$50.00 custodial fee for any room used during non-office hours plus additional fees as outlined below.***

**Members:**

- There is no fee for the use of classrooms, fellowship hall, or kitchen during non-office hours for church related activities. They must, however, take full responsibility for cleaning up the area they used and for returning all tables and equipment to their proper places. ***During non-office hours, for non-church related activities, the \$50.00 custodial fee will be charged.***

**Christian Ministries & Non-Profits:**

Fellowship Hall - \$50.00 (\$25.00 ½ day)  
Classrooms-\$25.00 each (\$15.00 ½ day)  
Conference/Library- \$25.00 (\$15.00 ½ day)  
Sanctuary - \$100.00 (\$50.00 ½ day)  
Multipurpose room - \$100.00 (\$50.00 ½ day)  
Multipurpose w/classrms- \$150.00 (\$75.00 ½ day)  
Auditorium-\$100.00 (\$50.00 ½ day)

**Community Groups:**

Fellowship Hall - \$100.00 (\$50.00 ½ day)  
Classrooms- \$50.00 each (\$25.00 ½ day)  
Conference/Library- \$50.00  
Sanctuary - \$200.00 (\$100.00 ½ day)  
Multipurpose room- \$200.00 (\$100.00 ½ day)  
Multipurpose w/classrms- \$250.00 (\$125.00 ½)  
Auditorium-\$200.00 (\$100.00 ½ day)

**Christian Ministries and Community Groups:**

Kitchen - no charge for minimal use  
\$25.00 if used as a serving kitchen  
\$75.00 if used for preparing and serving

**Anniversaries, Farewells, and Family Gatherings**

Only members may use the building for these gatherings. A \$50.00 custodial fee will be charged.