

## ST. LUKE LUTHERAN CHURCH

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Goodhue, MN 55027

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### FACILITY USE POLICY

St. Luke Lutheran Church (SLLC) welcomes the opportunity to make our facilities available for your use. This is God's house and we seek to steward our facilities for His purposes in our community and beyond. As Christians we desire to share the gift of our facilities with our neighbors to promote religious, educational, social services, and other community building experiences and functions. Before receiving permission for facility use, the person(s) representing the user group must agree to the following regulations. If there are questions about any section of this document, please contact the church office for clarification.

#### Regulations

1. All requests for use of SLLC's facilities or equipment must be approved and scheduled through the office.
2. Facilities are available on the basis of SLLC priority. SLLC reserves the right to interrupt user groups for the purposes of weddings, funerals, or other emergent ministry related functions as needed.
3. Members of SLLC will not be charged for use of SLLC facilities or equipment.
4. Non-members will be charged a \$150 usage fee for use of the Fellowship Hall. Non-member user groups may request a waiver on the fee, in discussion with the pastor or church council.
5. A \$150 security deposit is required for non-member user groups. The security deposit will be reimbursed after the event should no damage be inflicted upon St. Luke property or equipment.
6. Non-profit organizations/individuals aligned with the mission and values of SLLC will not be charged for use of SLLC facilities or equipment.
7. For-profit organizations/individuals must fill out a *Facility Use Form for For-Profit Organizations and Individuals* to be approved by the office. For-profit organizations/individuals will be charged a usage fee found on the *Facility Use Form for For-Profit Organizations and Individuals*.
8. SLLC may only receive up to \$999 only in revenue annually from For-profit individuals or organizations.
9. The church denies use of its facilities to any person or group holding views or practices not compatible with the beliefs, mission, or policies of SLLC.
10. An additional fee for cleanup may be added to any user group at SLLC's discretion.
11. The contact individual representing any user group will be held responsible for any damage to SLLC's facility or equipment.
12. SLLC's sanctuary equipment, including but not limited to, sound & AV system may be used if approved by the office and a member of St. Luke is present during the time of usage. The office will set parameters of usage as needed.
13. Groups using the facility are responsible for maintaining and cleaning up the facility. The facilities are to be left in as good as, or better, condition than they were found. All lights must be turned off before leaving and the doors secured. A fee may be charged for damage and/or extra staff time used for cleanup. All furniture must be returned to the way it was found.
14. The use of alcohol, drugs, and tobacco are not permitted on church property.
15. The users are to be sensitive to other activities taking place in other parts of the church facility during the time of use.
16. All garbage accumulated by user groups will be sacked and deposited in the dumpsters located near the Fellowship Hall doors. Recyclable material should be sorted appropriately.
17. Tables and chairs are available for use. The user group is responsible for set-up and take-down.
18. Storage of user supplies and equipment is not permitted. It is necessary for the user group to bring such items into the facility immediately prior to use and remove them immediately after use of the facility.