

## **Lutheran Church of Hope—Facility Use Guideline**

*Our Facility exists to enable ministry and we believe the following Facility Use Rules reflect this purpose.*

### **Approval Process for Facility Use:**

1. Allocation of church facilities for worship and church-related function is the responsibility of the pastors and church leadership. Permission to use the church facilities for non-worship purposes is approved by the congregation Board of Trustees (third Monday). Regularly scheduled services and meetings will have prior claim to space, facilities and equipment ordinarily used by them.
2. Priority for determining the use of the building facilities will be as follows:
  - \*Church-wide meetings and services
  - \*Church organizations and small groups
  - \*Religious, charitable and public service organizations in which church members Directly participate
  - \*Private functions involving adult church members and their families
  - \*Outside Christian organizations in which church members do not directly participate
  - \*Other outside religious, charitable or public service organizations, or private functions.
3. The church is not liable for any claims of loss, injury, or damage arising in connection with occupancy or operations in the church space.
4. All facility users must agree to the **Building Use Rules and Code of Conduct.**
5. Facility use fee: a fee is customary for all groups using the facility to defray the actual expense of heating, lighting, and the time required by staff to assist with facility use ***Key Deposit: \$75.00 (refunded upon return)***
  - \*Small Group Event (25 or less): Church members: \$25      Non-Church: \$50
  - \*Medium Group Event (up to 50) Church members: \$35      Non-Church: \$70
  - \*Large Group Event (over 50) Church members: \$50      Non-Church \$100
  - \*Recurring use: Weekly Event: Church members: \$10      Non-Church \$20

*Separate fee structure for weddings: See Wedding Policy Guide*

**If facilities are damaged, require repair or unusual cleaning costs resulting from use, the church will bill the group of individual for the additional costs.**
6. **USE OF THE BUILDING DOES NOT INCLUDE USE OF THE SANCTUARY. THE SANCTUARY IS DEDICATED TO WORSHIP.**