

First Lutheran Church

Facility Use Policy

- Congregational activities always receive priority use of facilities.
- Only non-profit events or meetings are allowed.
- The facilities are alcohol, tobacco and drug free.
- Those using the facilities will be responsible for injury or property damage.
- No permanent storage is given to any outside group.
- The office administrator will make arrangements for member's use of facilities. The office, with the Council approval, will be required for recurring non-profit group use.
- Julie Barfknecht (or her designee) will unlock the building and ensure that the facility is returned to proper order after use.
- Outside groups are normally not permitted to use the sanctuary. Please respect the sanctity of this area.
- No use of kitchen appliances without training before use.

Non-profit group use:

No fee will normally be charged for ongoing use of the building by community non-profits. Such groups will be responsible for cleaning up after themselves. The cleaning checklist is to be followed (on back).

Member use (other than weddings or funerals):

Members will be assessed a \$150 cleaning deposit for use of the facility. *The deposit will be returned provided the facility is cleaned and in good order after use.* Church custodian, Julie Barfknecht (or her designee) will check out the group to ensure building has been cleaned. The cleaning checklist is to be followed. If the member elects not to clean they will be charged the **\$150** janitorial fee.

Fee schedule for funerals and weddings: Fees for funerals will be handled by the funeral director. Fees for weddings will be received in the office on the day the church is reserved. No reservation will be made until fees are received.

	Member	Nonmember
Fellowship Hall with Kitchen	No fee	\$300
Sanctuary	No fee	\$300
Pastor	No Fee	No Fee
Custodian: Julie Barfknecht	\$150	\$150
Music/Sound and Tech: Brian Wick	\$150	\$150
Funeral Lunch*	\$325	\$325

*Or family can cater lunch and pay expenses themselves.

Cleaning Expectations

- _____ 1. Wipe off all counters and table tops.
- _____ 2. Vacuum all carpets including under the chairs and tables and straighten up the table settings.
- _____ 3. Sweep and mop the kitchen, bathrooms and entries.
- _____ 4. Empty all the trash in kitchen and bathrooms.
- _____ 5. Clean the bathroom sinks, toilets, and urinals.
- _____ 6. Replenish paper towel rolls, hand towel rolls, soap and garbage bags as needed.
- _____ 7. Empty the refrigerator of all food items you may have brought.
- _____ 8. Take down all decorations and put back the furniture to proper locations.
- _____ 9. Pick up any garbage outside the church including sweeping as needed.
- _____ 10. Windex front doors to remove handprints.
- _____ 11. Clean any other area you may have used not listed here.

*Cleaning supplies and vacuum are on cleaning cart in maintenance room adjacent to the restrooms.

Name _____

Phone _____

Purpose _____

Date _____

Area(s) Requested _____

Checked by Julie Barfknecht _____