

# 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. No nonmember use of facilities is allowed.
- Those parties using the facility will be borrowed a key and be shown how to unlock/lock building after use by office with prompt return of key after use.
- No use of kitchen appliances without training.

Member use (other than weddings or funerals):

Members are welcome to use the facility provided they will clean up after themselves following the checklist on back.

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

\*Or family can cater lunch and pay expenses themselves.

# Cleaning Expectations

**Those members using the facility are expected to clean up whatever is used during their event. Use the following checklist to guide your cleaning. All supplies and vacuum are on cleaning cart in maintenance room adjacent to the restrooms.**

- \_\_\_\_\_ 1. Wipe off all counters and tabletops.
- \_\_\_\_\_ 2. Vacuum all carpets including under the chairs and tables and straighten up the table settings.
- \_\_\_\_\_ 3. Empty all the trash in kitchen and bathrooms.
- \_\_\_\_\_ 4. Clean the bathroom sinks, toilets, and urinals as needed.
- \_\_\_\_\_ 5. Empty the refrigerator of all food items you may have brought.
- \_\_\_\_\_ 6. Take down all decorations and put back the furniture to proper locations.
- \_\_\_\_\_ 7. Clean any other area you may have used not listed above.

We have completed the above tasks to be best of our ability.

Signed \_\_\_\_\_

*This checklist is to be returned to the church office after the event with the building key.*

Name \_\_\_\_\_

Phone \_\_\_\_\_

Purpose \_\_\_\_\_

Date \_\_\_\_\_

Area(s) Requested \_\_\_\_\_