

St Matthews Lutheran Church

Building Usage Policy

Overview

The purpose of this document is to set out building use guidelines of the church facility.

General Guidelines

Agreement

St. Matthew's Lutheran Church requires a written Building Use Agreement to be completed and submitted to the church office by any individual or organization that desires to use the church facility. All requests must be approved by the Small Group Coordinator of the Church Council. All required cost share must be paid in full prior to the start of the event.

Scheduling

All event requests must be made at least two weeks prior to the event. Scheduling priority will be given to St. Matthew's Lutheran Church. All other events will be approved on a first come first serve basis. Use of the building is not approved until the applicant is provided with an approved Building Use Agreement that is signed by both the applicant and Small Group Coordinator. Events do not include any setup or breakdown time unless specified in the Agreement.

Use

St. Matthew's reserves the right to deny the use of the facility to any group. St Matthew's facilities are generally not available to political or for-profit groups or any other activities that are not in line with St. Matthew's Vision and Mission Statements. All activities must comply with federal, state and local laws.

Groups using St. Matthew's Lutheran Church must provide proof of liability insurance at the time of signing the Building Use Agreement.

Cost share will be assessed for the use of our building to cover our maintenance costs and staff time to setup, clean, and oversee an event. All cost share will be included in the completed Building Use Agreement. All access times and dates will be in the completed Building Use Agreement. Unlocking and locking procedures will be listed in the Building Use Agreement.

St. Matthew's reserves the right to require an onsite event coordinator at the discretion of the Small Group Coordinator. If this is required, it will be listed on the Agreement and cost share will apply.

Use of the organ and piano must be approved in the Building Use Agreement. Use of these items is limited to approved individuals listed in the Agreement. Groups wishing to use the sound system must get approval in the Agreement. A member of St. Matthew's will be onsite to operate the sound system. Additional cost share will apply.

Facility Care

- Church areas available for use will be identified in the Building Use Agreement.
- Reasonable care must be taken to prevent the damage, loss or theft of St. Matthew's property. Additional cost share will be charged for any damage or loss of St. Matthew's property.
- The facility must be left in a clean, orderly condition at the conclusion of the event. Please note the following items:
 - Make sure all exterior doors are closed and locked
 - All bathroom toilets should be flushed, faucets and lights turned off
 - All interior lights should be turned off
 - If using the Sunday school wing make sure all faucets are turned off, lights are off and doors are closed and locked
 - If using kitchen make sure the stove and faucets are off. All dishes are washed or loaded in the dishwasher and the dishwasher is started
 - Tables and chairs are put back where they were found
 - Make sure basement doors are shut and locked
 - No one other than St. Matthew's staff is allowed in the sacristy
 - Clean up all areas used and empty full trash cans
 - Do not leave any youth alone in the church waiting for a ride
 - Do not adjust thermostats. If you feel an adjustment is needed a request must be made to a member of St. Matthew's staff
 - Do not rearrange any furnishings without approval in the Agreement

Cost Share

- \$50 Building Use for each area used
- \$75/hour Cleaning (as required)
- \$75 Onsite Event Coordinator (if required by St Matthew's)
- Actual cost for any required repairs or replacement of broken, damaged or stolen items

Limitations

All polices are subject to change without notice.

Wedding Guidelines

Overview

In addition to the general use guidelines the following guidelines apply to weddings at St. Matthew's.

Scheduling

Wedding requests should be made well in advance of the desired date not more than 12 months in advance but not less than two weeks prior to the event. Weddings require many church resources and are subject to the availability of church staff. The earlier requests are made the more likely St. Matthew's will be able to accommodate your request. Dates for a wedding event are not approved until you have a copy of the Building Use Agreement signed by the Small Group Coordinator. This approval can take a week or more.

Weddings will include a ninety-minute rehearsal time which will be designated in the Agreement. Weddings will include a customary ninety minutes available prior to the ceremony and two hours after the ceremony unless specified in the agreement.

Use

- All weddings in St. Matthew's facilities will be conducted by the presiding pastor of St. Matthew's
- Music selections must be reviewed with the presiding pastor at least one week prior to the wedding. If an organist is desired this must be arranged at least two weeks prior to the ceremony and is subject to the availability of St. Matthew's organists. Payment will be made directly to the musician.
- Use of the building for a wedding is limited to the narthex, sanctuary and restrooms unless otherwise specified in the Agreement
- Building use cost share is not required for members of St. Matthew's however cost share is encouraged. A member is a current, active member of St. Matthew's Lutheran Church and children of current, active members.

Facility Care

- Chairs, tables and other items are only provided by pre-arrangement in the Building Use Agreement
- Setup and tear down of church property will be completed by church staff. Cost share will be charged for custodial time
- A church designated event coordinator will be onsite during the event. Cost share will apply

Cost Share

- \$250 Building Use (encouraged for members)
- \$75 Custodial
- \$100 Organist (minimum suggested)
- \$75 Event Coordinator

- \$25 Altar Guild (if provided)
- \$50 Bulletin Preparation & Printing (if provided)
- Additional facilities (see general usage cost share)

Funeral Guidelines

Overview

In addition to the general use guidelines the following guidelines apply to funerals at St. Matthew's Lutheran Church.

Scheduling

Every effort will be made to accommodate funerals at St. Matthew's on short notice, however we may deny requests at times due to prior scheduling commitments. The requirement to schedule events two weeks prior to the event may be waived for funeral requests however every effort to make scheduling request as early as possible should be made to give ample time to approve the request.

Use

Use of St. Matthew's Lutheran Church for funerals is for members of St. Mathew's and their family members. All other funeral requests are to be considered and approved by the presiding pastor and Small Group Coordinator. All funerals will be conducted by the presiding pastor of St. Matthew's.

Suggested Cost Share

- \$100 Organist
- \$200 Building Use
- Establish Memorial Fund in name of deceased