

Emanuel Lutheran Church
Church Facilities Use Policy

The Emanuel Lutheran Church of Friesburg will permit the use of church facilities when such permission has been requested in writing and has been approved by the Trustee/Council of the church for:

- a. Uses and groups directly related to the church and operation of the church
- b. Uses and organizations indirectly related to the church
- c. Community organizations formed for civic purposes
- d. Private celebratory events (i.e., weddings, birthdays, showers)
- e. The use of church facilities shall not be granted for any purpose which is prohibited by law.

Any application for use of facilities shall be submitted to the Trustee/Council for action.

The trustee and/or Council may refuse to grant the use of the building whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

The user of church equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use.

The Trustee/Council shall require all users of buildings and grounds to comply with policies and rules and regulations of this church. **At the conclusion of your event, there will be a final inspection of the premises by a Trustee or Council member.**

Authorization for use of buildings and grounds shall not be considered as endorsement or approval of the activity, person, group or organization, nor the purpose they represent.

Use of the facilities does not include the pavilion behind the church. Parking is permitted in only defined space.

<u>Fees/Donations:</u>	Active church member/funeral meal	Donations accepted
	Non-member or inactive member	\$200.00
	Custodian fee*	\$100.00 (separate check required)
	(*The custodian fee is refundable upon satisfactory inspection of premises.)	

Use of: Any time building/grounds are used for recreational purposes or activities, an adult over the age of 21 and a member of the church must be in attendance

Use of Kitchen: This is a warming kitchen only. **No cooking** is permitted in the kitchen. Food may be kept warm and served from the kitchen.

Decorations: Decorations should be attached to woodwork with green/blue painter's tape only. Use of tacks or scotch tape is not acceptable.

Children: Children must be supervised at all times. Please do not let children bang on the piano or climb on furniture. There is no playing in the cemetery or on the tombstones.

Smoking: Smoking is prohibited at all times.

Alcoholic Beverages: No one may bring alcoholic beverages onto any area of the church.

Responsibilities before leaving:

- Kitchen stove must be turned off. Kitchen utensils and dishes must be cleaned and return to proper storage area. Nothing should be left in the sinks or on the countertops.
- Bathroom should be checked before leaving the building to see that toilets are flushed and all water is turned off.
- Air conditioner should be turned off.
- Heat is set back to fifty-five degrees in the winter (do not turn heat off)
- Lights should be turned off.
- Trash – all trash cans should be emptied, and the trash should be removed from the premises.
- Floor must be swept and cleaned.
- Chairs returned to storage rack and not left leaning against the wall.
- All doors locked.