

BUILDING/PAVILLION USE GUIDELINES
GRACE LUTHERAN CHURCH

(Policies developed by the Church Council--approved on April 20, 2023)

1. Use of the Fellowship Hall, Pavillion, and downstairs bathrooms are available at a charge of \$100 to any member of Grace for family functions or outdoor events. \$50 will be refunded if the facilities are returned to the condition they were found. (Any active member is, according to the Constitution C8.02, someone who has cummuned in this congregation and shall have made a contribution in this record calendar year – adopted 2019). Outside groups may no longer use the facility. The fee will be put towards the bills for electricity and fuel. No other rooms or facilities may be used except with special permission and younger children will need to be supervised. A member needs to be present at all times. The stove and the coffee pots are not to be used. The white pots on the counter may be used. The member who arranged the usage of the Fellowship Hall is responsible to be present the entire time of the function and to make sure the garbage is taken outside to the trash cans, check the lights in the bathrooms, kitchen, fellowship hall and hallways to make sure they are off. Recycle items should be in the recycle container which is in the closet. They are to make sure there is no running water after the event. All doors need to be checked to see they are locked.
2. Reservations must be approved by the Church Council. Reservations will be made on a first come, first serve basis. An application form is available needs to be signed by the responsible individual making the request. If the member has a key, they may open and lock up. If not they should ask someone from property committee to open and lock up.
3. No alcoholic beverages are allowed anywhere on the grounds of Grace Lutheran Church.
4. Smoking is only allowed outside the building.
5. The facilities must be cleaned and returned to the original condition they were found in. No use of the outside grill. The refrigerator can be used but take what you put in.
6. All supplies, such as paper products and utensils, must be supplied by the user. Church supplies may not be used.
7. Before leaving the building, the thermostat for heat should be turned back to 62 degrees. AC should be 72.
8. Permission to take out tables from fellowship hall for usage elsewhere, must be given by Church Council and a charge of \$100 must be paid with \$50 being returned if they come back cleaned and not damaged.
9. The Church Council reserves the right at any time to terminate permission for use due to the priority of a church function not previously scheduled, or for abuse of this policy.
10. A committee of kitchen volunteers and sexton shall determine the refund.

The user is responsible to provide compensation for any damages incurred.

TO MAKE RESERVATIONS Please contact: Jason Mullikin (phone # in directory). Leave a message and you will be contacted.

Signature _____

Print Address _____

Phone number _____

Event Date _____

Resources requested : __ Pavillion __ Building __ Tables __ Chairs