

Guidelines for the Use of Church and Fellowship Hall

Elim Lutheran Church

PO Box 236 – Marquette, KS 67464 - Church Office: 785-546-2244 – Secretary’s email: elimsec@gmail.com

God has abundantly blessed Elim Lutheran Church with wonderful facilities in which to receive the Word of God, as a place of Christian fellowship and as a means to reach out and serve our local community. The congregation is glad to extend the use of these resources to members and to outside organizations for events, meetings and social gatherings. As we have been entrusted with the care and use of these buildings, the Church Council has established the following policies and associated fees for use of church facilities.

- Any individual or group wishing to use the facilities for an event must fill out and sign a Building Use Agreement as early as possible prior to the event so that it can be reviewed and approved by the Church Council at a regularly-scheduled council meeting normally held on the first Monday of each month. Blank copies of the Building Use Agreement form are available next to the main bulletin board in the Fellowship Hall entrance and through the church office.
- Scheduling is dependent on availability with priority being given to activities of the church and to requests from members of the congregation.
- If time does not allow council approval, the reservation can be approved with the mutual consent of the church council president, pastor, church secretary, and the custodian.
- Any unforeseen events, such as funerals, take precedence over outside activities that have been scheduled.
- The group must comply with the agreed hours for use. In the event of a cancellation, notice must be given to the church office as soon as possible so that the church calendar can be updated and staff can be notified.
- To protect our non-profit status, building use for political meetings or for-profit activities will be strictly limited and will be evaluated separately with fees determined by the Church Council.
- The person in charge of the event or meeting is responsible for making arrangements with the Church office for unlocking of doors prior to the event and locking of doors when the event is over.
- The church and/or fellowship hall may be decorated for your event. However, no nails, tacks, staples, screws or scotch tape are to be put in or on walls, pews or furniture.
- No food or drink shall be taken into the Sanctuary.
- Use of candles or any other type of open flame is prohibited on the windows and pews. Altar candles and Unity Candles are allowed as long as measures are taken to prevent dripping wax from damaging the carpet. If candles are used outside, they must be on the concrete and are not allowed on the outside steps.
- The use of audio/visual equipment, PA system, etc. must be approved by authorized church representative. If a sound technician is needed for an event, arrangements can be made through the Church office. An additional of \$50 will be charged if a sound technician is present during the event to manage audio/visual equipment or PA system.
- All areas used for the event must be cleaned up, all decorations removed, and all furniture cleaned as necessary and returned to original positions. All trash should be picked up and taken to the dumpster outside of the fellowship hall kitchen door.
- If the kitchen is used, all stovetops, counters and sinks must be cleaned, all dishes and utensils washed and put away.
- When leaving, all lights must be turned off, all thermostats set to original settings and all exterior doors locked.
- Alcoholic beverages, tobacco use and controlled substances are prohibited on the premises (inside or outside) at any time.
- No tables, chairs, other items or equipment may be taken from the church property, without council approval.
- The group is responsible for compensating the church for any damages that occur to the facilities or equipment during the rental period.
- Elim Lutheran Church is not responsible for accidents or items which are lost, stolen or left on the premises.

Revised February 2019

BUILDING USAGE FEES FOR CHURCH AND FELLOWSHIP HALL

Elim Lutheran Church does not intend to make a profit for the use of the church facilities.
The fees are intended to cover the cost of utilities, custodial staff, staff support and ongoing maintenance.

WEDDINGS	ELIM MEMBERS	NON-MEMBERS
Reservation Fee	\$100	
Sanctuary Only	NO CHARGE	\$250
Sanctuary & Fellowship Hall	NO CHARGE	\$350
Pastor's suggested Honorarium	\$150	
Organist's suggested Honorarium	Secure own organist/musicians	
Cleaning Fee	\$100	
Sound Technician (if needed)	\$50	

Wedding Reservation Notes: The Reservation Fee is to be paid when the wedding is placed on the church calendar. Elim Members would be refunded the Reservation Fee after the event. Premarital counseling is required. Organist/musicians need to be approved by a Music and Worship Committee designee. Non-members's reservation fee is non-refundable.

FUNERALS	ELIM MEMBERS	NON-MEMBERS
Sanctuary & Fellowship Hall	NO CHARGE	NO CHARGE
Cleaning Fee	NO CHARGE	NO CHARGE

ALL OTHER EVENTS	ELIM MEMBERS	NON-MEMBERS
Sanctuary	NO CHARGE	\$30/hr
Fellowship Hall	NO CHARGE	\$20/hr - max \$100/day
Basement	NO CHARGE	\$20/hr - max \$100/day
Cleaning Fee	\$30/event	\$50/event

Event Reservation Notes: All Fees must be paid at least **two weeks in advance** of the event. **Events that begin at or after 6:00pm on Saturday evenings will be charged an additional cleaning fee of \$50.**

Fees are to be paid via separate checks made out to individuals providing services for events. These checks must be turned into the church office prior to the event. Checks for cleaning fees need to be made out to Dana Olson.

The Church Council may reduce or waive fees for use of the Church, Fellowship Hall and basement by non-profit groups or organized groups for fund-raising or other projects that promote the mission of Elim depending on the time involved and the nature of the event or meeting.

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BUILDING USE AGREEMENT

Name of group or organization: _____

Purpose of event: _____

Estimated number of guests: _____

Person representing group: _____

Phone number: _____

Group represented by: _____ Elim Member _____ Non-Member

Date of event: _____ Time of event: _____

Time access is needed: _____ Time of departure: _____

Area of building to be used: _____ Sanctuary _____ Fellowship Hall _____ Basement
(Check all that apply)

Please refer to Building Usage Fees listed on the back of the Guidelines for the Use of Church and Fellowship Hall.

Total Fees Due: _____ Date paid: _____

NOTE: Facilities are not reserved until all appropriate fees are paid.

Please note any special needs required:

I have read the Guidelines for the use of the Church and Fellowship Hall and I and the group/organization that I represent agree to abide by those guidelines.

Signature of person representing group or organization: _____ Date: _____

Approval for use of church facilities: Church Representative: _____ Date: _____

Title: _____

Church Council Approval : _____ Date: _____