

## **Emanuel Lutheran Church Statement of Policy For Use of Church Facilities**

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*The following are guidelines for the use of Emanuel Lutheran facilities. All fees in these guidelines must be paid at the church office.*

### **General Policies.**

- A. All uses of the church facilities not covered in other parts of this document must be approved by the Pastor and/or the Executive Board. All such requests must be in writing to the President of the Church Council.
1. Activities and purposes must not conflict with our mission statement.
  2. Events must be scheduled through the parish office in order to avoid conflicts, arrange for special set-up and procure key if necessary.
  3. Use must be made in consideration of regularly scheduled church functions.
  4. Use must terminate in time for reasonable clean-up for regularly scheduled church functions.
  5. Speaker system must be operated by an approved trained individual.
  6. Extra set-up/clean-up must be arranged with the parish office.
  7. A responsible adult must be present and accountable.
  8. Facilities Use payment must be made at the parish office.
  9. Any damage must be reported to the Office and the Property Committee. All using groups may be responsible for the cost of repair.
- B. Decorations must be made in such a way that the facilities are not permanently marked and/or disfigured. Any question of disfiguring facilities must be cleared with the property committee. Decorations for a specific function must be timed in such a manner that they will not interfere with other functions. Decorations must be completely removed after use.
- C. Smoking and alcoholic beverages are not permitted in church facilities.
- D. The Pastor and/or principal organist must approve anyone outside of Emanuel who plays the grand piano/organ and authorize any recitals to be held.
- E. The use of church office equipment is discouraged for non-church sponsored activities. The removal of church equipment such as chairs, tables, kitchen equipment, TV's, VCRs, etc. for non-church sponsored activities must be arranged thru the parish office.

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Initial: Renter

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Initial: Representative of Emanuel Lutheran

# **Emanuel Lutheran Church — Funerals**

## **Statement of Policy For Use of Church Facilities**

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*The following are guidelines for the use of Emanuel Lutheran facilities. All fees in these guidelines must be paid at the church office.*

### **Funerals**

1. Any member who makes appropriate arrangements with Pastor may use the facilities for funeral services.
2. Sister churches requesting the use of the facilities for funeral services must be approved by Pastor and/or the Executive Board.
3. Funeral services must be scheduled in consideration of regularly scheduled church functions.
4. Church facilities will be available for post-funeral lunches and dinners. Arrangements for the use of the facilities and/or meal, should be made through the church office, payment of the food cost is made to the Bereavement Committee. No fees will be charged for custodians or the use of the facilities.
5. Excessive floral decorations in the church for funeral services are to be avoided.

### **Private Family Affairs**

1. The church facilities will be available to member families for private anniversaries or other affairs on approval of the Pastor and/or the Executive Board.
2. All requests must conform to the other policies of this document and must be made in writing and the activity must be in agreement with the Christian mission of our facilities. Once approved, the arrangements and scheduling for such occasions must be made through the parish office.
3. Scheduled time must not conflict with regular church functions.

Custodial fees (if required) for such uses will be as listed for member weddings.

### **Non-Profit Groups**

1. All requests must be made through the Pastor and/or Parish Council and schedule will not conflict with parish use.
2. There is to be no building use fee for non-profit groups. However, a donation for heat and/or lighting would be greatly appreciated, particularly when areas of the building are being heated exclusively for the use of the non-profit group.
3. Custodians fees will apply as needed based on the current hourly wage.