

Saint Peter Evangelical Lutheran Church Facility Use

The membership of Saint Peter Evangelical Lutheran Church will allow use of church facilities subject to the following conditions:

- A. Application for use of the facility be submitted to the Church Administrator and be approved by designated person.
- B. The Church Administrator's responsibilities will include the review of the applications for use of space scheduling, collecting fees and deposits as defined in the fee schedule and inspection of the premises before deposit funds are returned. The administrator may request the assistance of a member of the fellowship committee or property committee.
- C. Guidelines for facilities use are as follows:
 - 1. ***The membership of the church will not be charged a fee for usage***, but, every meeting, Bible study, club, or recreational use by a member requires that a use form be completed. Committee chairman and group leaders will be responsible for reserving space. If the member is using the facility and charging for attendance to an event, the church administrator may request clarification on the fee policy from the church council president.
 - 2. Other churches and non profit organizations will not be charged a use fee, however, the expectation of leaving the facility in good order is requested.
 - 3. Fee schedule for all other persons and organizations are as follows:

Fellowship Hall	\$200.00	Security Deposit: \$200.00
Fellowship Hall/Kitchen	\$300.00	Security Deposit \$200.00

The fee for church use does not include pastoral services, organist, musicians or other additional services. These services and fees must be directed and negotiated with the specific provider.)

- D. The available facilities areas for permitted use are defined as follows:
 - 1. The Fellowship Hall use includes access to the Fellowship Hall and the two rest rooms.
 - 2. Kitchen use includes access to the kitchen facilities, serving center, appliances, ice maker, utensils, dishes, flatware, cleaning equipment and garbage/trash disposal containers. Some appliances such as the stove, dishwasher, warming appliance may require instruction or assistance from an experienced church member.
 - 3. The permitted use areas do not include the following: the church office, the library, Sunday School rooms.
 - 4. The paved parking areas are available to all approved users and guests

Comments: _____

