

KENT MEMORIAL LUTHERAN CHURCH BUILDING USE POLICY

The purpose of the Kent Memorial Lutheran Church building, grounds and equipment is to serve its membership, its neighborhood and the community; to provide for maximum use for the greatest service. In order that all might know the conditions governing the use of our facilities and equipment, these policies are authorized and published.

Approved weddings, funerals or any church building usage not under direct committee supervision will contact the Property Committee chair person for instructions. A Building Use Sub-Committee serves under the Property Committee and will have a representative at all functions not under direct committee supervision.

SCOPE: The primary and intended use of the building, grounds and equipment shall be for religious and educational events, social services, character-building functions and church organizations.

FUNERALS: The church buildings, grounds and necessary equipment shall be available without charge to members of the congregation. Families of non-members are asked to consult with the Pastor.

WEDDINGS: The facilities of the church shall be made available for weddings to members of the congregation as well as to non-members. Couples are required to be counselled by Kent Memorial's Pastor prior to the wedding. It should be understood that the setting of the sanctuary and chapel shall not be changed in any manner except with the approval of a Building Use Representative.

- I. **EQUIPMENT:** Equipment shall not be moved from its regular place without authorization or permission. Arrangements must be made to return all equipment to its regular place.
- II. **DECORATIONS:** No tacks, nails, tape or other materials which will deface any part of the building shall be used. Decorations such as streamers shall not be attached in a manner that will leave permanent marks. Pew mounts are available through the church to attach aisle bows, bouquets, etc. Flowers, candles, etc., must have bases or stands to support them. Dripless candles are required.
- III. **FLOWERS:** Those responsible for flowers and decorations should clear the time of decorating through the Church Office to avoid conflict with other scheduled events.
- IV. **BIRD SEED** is required in lieu of rice, and should be thrown outside the church building only.
- V. **REMOVAL OF FLOWERS** and decorations is to be arranged for immediately following the wedding so the facilities are available for the next scheduled activity. Flowers left over a 24-hour period will be removed.
- VI. **ALCOHOL AND TOBACCO:** No alcoholic beverages are allowed on the premises. Smoking will not be permitted anywhere within the church building.
- VII. **FOOD:** Food is allowed only in the kitchen and Fellowship Hall. Arrangements must be made for rental of the Fellowship Hall.
- VIII. **FEES FOR USE OF THE FACILITY:**
 - A. Fees to be paid by members of Kent: *

Use of Fellowship Hall	\$50.00
Custodial Fee for Fellowship Area	\$50.00
Custodial Fee for Worship Area	\$50.00
Organist Fee	\$75.00
Sound Technician Fee	\$75.00

Pastor's Honorarium shall be set by those involved.

- B. Fees to be paid by non-members: [\$150.00 deposit required with this application, refundable minus \$15 processing fee] *

Use of inside/outside Worship Area	\$250.00
Use of Fellowship Area.....	\$200.00
Custodial Fee for Worship/Fellowship Area ...	\$100.00
Pastor's Fee	\$200.00
Organist/Pianist Fee	\$75.00
Sound Technician Fee	\$50.00

* All remaining fees are to be paid on or before the scheduled event. All users are responsible for removing all trash to the dumpster.

A Kent representative shall be present during the use of the facility by non-members. Kitchen use by non-members is

limited to food warming purposes only.

C: The services of the WELCA Ladies are available for receptions. The cost of these services are not included in the above fees and need to be negotiated with a WELCA representative.

By signing the Application for Use and Rental of Facilities, facility users agree to defend and indemnify Kent Memorial Lutheran Church and hold it harmless for any liability or claims arising from the use of the property.

The "Application for Use and Rental of Facilities" form must be completed and returned, along with the required deposit, to the Church Office before an event will be added to the facility calendar.

OUTSIDE GROUPS AND ORGANIZATIONS may use the church facilities if their purpose is considered worthy and if their programs do not conflict with scheduled congregational activities. Other groups using the building may not be charged a fee but are still required to clean up after their event. Decisions concerning worthiness can be determined by the Chairperson of the Property Committee, the Kent pastor or by the President of the Church Council.

LOANING EQUIPMENT such as chairs, tables, dishes, etc., is not encouraged, but may be allowed on an inter-church or church-related basis, providing that the items to be loaned have been cleared through the Property Committee or the Kent Pastor. All equipment loaned must be returned in the same condition in which it left the church.

KENT MEMORIAL LUTHERAN CHURCH

Application for Use and Rental of Facilities

The facilities of the church are available to both members and non-members of Kent Memorial. The suggested fees for weddings, showers, reunions, etc. are as shown below. Outside groups and organizations may use the church facilities if their purpose is considered worthy and if their programs do not conflict with scheduled congregational activities. Decisions concerning worthiness will be determined by the Chairperson of the Property Committee, the Kent Pastor or by the President of the Church Council. A Kent Memorial representative shall be present during the use of the facilities by non-members. Kitchen use by non-members is limited to food warming purposes only.

Fees to be paid by members of Kent: *

Use of Fellowship Hall.....	\$50.00
Custodial Fee for Fellowship Area.....	\$50.00
Custodial Fee for Worship Area.....	\$50.00
Organist/Pianist Fee.....	\$75.00
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Application for Facility Use

Name: _____ Phone: _____

Address: _____

Organization (group): _____

I wish to use the facilities checked below on (date) _____ Time _____

I will need additional preparation time on (date) _____ Time _____

Please check area/s needed:

_____ Church Nave _____ Fellowship Area _____ Church Kitchen
_____ Outdoor Worship Area _____ Church Grounds _____ Other (describe) _____

Church facilities to be used for:

_____ Wedding (Please list names of Bride and Groom) _____

_____ Other (Please list type and function) _____

Facility users agree to defend and indemnify Kent Memorial Lutheran Church and hold it harmless for any liability or claims arising from the use of the property.

Applicant Signature: _____ Date: _____

RETURN APPLICATION and FEES TO: KENT MEMORIAL LUTHERAN CHURCH

P.O. Box 155, 184 Sunset Hill Drive, Sunrise Beach, Missouri 65079

Note: Official, unscheduled congregational functions, such as funerals, emergency meetings take priority. The approval of this application is subject to cancellation when conflicts occur.