

# **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 Church Office for instructions.

**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.

**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.

**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.

**FLOWERS:** Those responsible for flowers and decorations should clear the time of decorating through the Church Office to avoid conflict with other scheduled events.

**BIRD SEED** is required in lieu of rice and should be thrown outside the church building only.

**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.

**ALCOHOL AND TOBACCO:** No alcoholic beverages are allowed on the premises. Smoking will not be permitted anywhere within the church building.

**FOOD:** Food is allowed only in the kitchen and Fellowship Hall. Arrangements must be made for rental of the Fellowship Hall.

## **FEEES 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: [\$200.00 deposit required with this application, refundable minus \$15 processing fee]. \*The cost of any repair if the property is not left in its original condition shall be deducted from the security deposit. If the expense exceeds the deposit applicant will reimburse the**

remainder. If any or all of the security deposit is to be returned it shall be done within thirty (30) days after the rental event.

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.....	\$75.00

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

C. A wedding coordinator or 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.

1. A wedding coordinator will be assigned to the bridal party at the receipt of the completed application.

D. 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 use can be determined by the Church Council or, if they will not meet before the proposed event, the Church Council President or designee. Fees are reviewed at that time and may be waived.

LOANING EQUIPMENT Kent Memorial Lutheran Church discourages but does permit loaning of rectangular tables and chairs to church members for use off premises upon approval of the Property Committee Designee. A Loan Agreement will be signed by the Property Designee and Member with all tables and chairs inspected upon check out and check in.