

Purposes and Policies Saint Mark's Lutheran Church Facilities Use

The purpose of all the facilities and properties of Saint Mark's Lutheran Church is ministry and programs that will enhance the lives of the congregation and community. All facilities and properties are dedicated to the glory of God. Individuals or groups requesting use of facilities are to adhere to the following terms, conditions and restrictions.

1. Facilities may not be used for:
 - a. Political Gatherings
 - b. Non-church Related Fundraising
 - c. Any purpose that would be in conflict with the doctrine or policies set forth in the Constitution of Saint Mark's Lutheran Church.
2. Alcoholic beverages, tobacco products, and profanity are prohibited.
3. Youth under the age of 21 must be under adult supervision.
4. Decorations requiring staples, nails, pins, etc. are prohibited.
5. Only members may borrow decorations and linens belonging to church.
 - a. Use of linens must be approved by the church office and fellowship team leader and must be dry cleaned and returned within 1 week.
 - b. Decorations must be stored in proper place in their original condition.
6. Dunking and hanging on basketball goal rims is prohibited.
 7. No tables or chairs may be removed from the family life center. Tables and chairs may be moved from the parish hall to the family life center with permission from the church office. They must be returned to their original location immediately following the function.
8. Thermostats may not be adjusted.
9. Parties using the facility are responsible for cleaning and securing the building.
 - a. All leftover food must be removed.
 - b. Counters and tables must be cleaned.
 - c. Trash must be put in plastic bags and taken to the brick depository in the rear parking lot.
 - d. All tables and chairs must be returned to their original set up arrangement unless instructed otherwise.
 - e. Recreational equipment must be returned to the storage area.
 - f. All lights and electrical appliances should be turned off.
 - g. All dishes, utensils and cookware should be washed and put away.
 - h. All doors must be locked
10. Food, condiments and paper products belonging to Saint Mark's Church or Programs may not be used for private events.
11. FACILITY MUST BE CLEANED AND VACUMMED AFTER USE UNLESS ARRANGEMENTS ARE MADE FOR CLEANING IN THE REQUEST FOR USE.
RESTROOMS SHOULD BE LEFT IN GOOD CONDITION. Cleaning supplies are available in the kitchen area of the parish hall and the family life center.

Individuals and groups using the church facilities are asked to make a donation to help offset utility costs and upkeep. Members may reserve the facility at the Member Donation for family events, and for specific events for non-profit organizations to which they belong.

<u>Facility</u>	<u>Member Donation</u>	<u>Non Member Donation</u>
Family Live Center (100 people or less):	\$ 50.00	\$200.00
Family Life Center (100 – 300 people):	\$100.00	\$300.00
Parish Hall (Maximum Capacity 150):	\$ 25.00	\$100.00
Use of kitchen for meal preparation)	\$ 25.00	\$150.00
*Cleaning (arranged in request for use):	\$ 50.00	\$ 75.00
Deposit (due when reservation is approved)	\$ 25.00	\$ 50.00

Payment in full is required one week prior to event.

***Custodial Services are required for Friday Night or Saturday use.**