

BUILDING USE POLICY
For Members and Non-members
Messiah Lutheran Church
2000 Main, Hays, KS
Approved 07/10/18

The church believes that its property and facilities are to be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we sometimes make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian service that is consistent with the Gospel of Jesus Christ. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws, and in various places on its website www.messiahlutheranhays.com and on the website of The Lutheran Church—Missouri Synod, www.lcms.org. The Board of Directors of the Messiah Lutheran Church has the responsibility for the maintenance and use of the church building and contents. The following policies have been adopted by the Board of Directors:

1. Permission to use the church facilities and properties is at the discretion of the Pastor and/or the Board of Directors and will be coordinated through the Secretary.
2. Organizations of Messiah Lutheran Church have priority in the use of church facilities. **All requests for use must be scheduled with the church office** to insure availability.
3. Members may choose to use the facility for various events, such as a celebration reception or dinner for a baptism, wedding, anniversary, etc. **Requests for the use of the facilities shall be made through the church office.**
4. No alcoholic beverages, smoking, gambling or dancing is permitted on church premises.
5. There is no charge for members of Messiah Lutheran Church to use the facility for personal or family use. We recognize members already contribute to the use and maintenance of the church building and its contents. However, if the member is using it for a for-profit business event held at Messiah, the member will be charged custodial and/or facility fees.
6. Messiah Lutheran Church is a multi-use facility with Bible studies, LWML, youth groups, and many others using the building. **We ask you to clean and return the facility to its original condition after using it**, ensuring all items on the Checklist for Cleanup of Facilities Form have been completed.
7. A \$150 retainer fee is required and is subject to forfeiture if any part of the building use policy is violated. Please make retainer fee check out separately.
8. A Fee Schedule for non-member groups is included in the Building Use Policy. Non-members and non-profit organizations may apply for a waiver of facility fees.
9. Church-owned equipment shall not be removed from church property without permission of the Pastor or Secretary. A sign-out sheet will be kept in the office. All equipment must be returned in the condition in it was received. Please notify the office when equipment is returned.
10. Any questions regarding the Building Use Policy should be directed to the Pastor, Secretary or Board of Directors.

BUILDING USE REQUEST FORM

Messiah Lutheran Church

2000 Main, Hays, KS

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Name of Organization: _____

Contact Person: _____ Telephone: _____

Email Address _____

Date: _____ Start Time: _____ Finish Time: _____

Anticipated Attendance: _____

Rooms Requested (Please check all appropriate):

- Courtyard _____
- Kitchen _____
- Upper Room _____
- Lower Level Fellowship Hall _____
- Classrooms _____
- Nursery _____
- Youth Room _____

Other Information (setup, equipment, etc.): _____

Request Approved _____ Denied _____ Date: _____

Approved by whom _____

Total Fees: _____ Fees received: Yes _____ No _____

Fees received by _____ Date: _____

Deposit Check Number _____ Retainer Check Number _____

(Attach a copy of both checks.)

FEE SCHEDULE FOR BUILDING USE

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Meetings (groups other than Messiah Church groups)	<u>Half Day</u>	<u>Full Day</u>	<u>Fees Charged</u>
Upper Room	\$100.00	\$150.00	_____
Courtyard and Kitchen	\$150.00	\$200.00	_____
Additional Rooms	\$100.00	\$150.00	_____
Meetings (non-profit organizations)	<u>Half Day</u>	<u>Full Day</u>	<u>Fees Charged</u>
Facilities	No Charge	No Charge	_____
Church Member Family Gathering	No Charge	No Charge	_____
Baptismal Rite, Rite of Holy Matrimony and Funeral Rite	No Charge	No Charge	_____
are Rites of the Church and are acts of Pastoral Care. (<i>Pastor's gratuity is at recipient's discretion.</i>)			
Custodial Services Retainer Fee for Weddings*	\$150.00	\$150.00	_____
Custodial Services Retainer Fee for Rentals*	\$ 50.00	\$ 50.00	_____
Total Charges			<u>_____</u>

*The Custodial Services Retainer Fee is returned if the used space is clean after the event. Please refer to the Check List for Cleanup of Facilities.

Date(s) of Event _____ **Time(s) of Event** _____

Organization _____ **Contact Person** _____

Address _____ **Phone** _____

Signature of responsible person _____

Amount paid _____ **Date** _____ **Received by** _____

CHECK LIST FOR CLEAN UP OF FACILITIES FORM

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	Renter	Congregational Representative
Courtyard		
Take out trash	_____	_____
Wipe off tables	_____	_____
Return all chairs	_____	_____
Vacuum floors*	_____	_____
Turn off all electronics	_____	_____
Kitchen		
Take out trash	_____	_____
Wipe off counters	_____	_____
Wash and put away any dishes/utensils	_____	_____
Sweep and mop up any spills	_____	_____
Put all used kitchen towels and wash cloths in the sink (to be laundered by a Member)	_____	_____
Ensure dishwasher is turned OFF (if used)	_____	_____
Upper Room		
Take out trash	_____	_____
Vacuum floors*	_____	_____
Lower Level Fellowship Hall		
Take out trash	_____	_____
Vacuum floors*	_____	_____
Classrooms		
Take out trash	_____	_____
Vacuum floors*	_____	_____
Nursery		
Take out trash	_____	_____
Vacuum floors*	_____	_____
Youth Room		
Take out trash	_____	_____
Vacuum floors*	_____	_____

*Vacuum is kept in the closet of the Courtyard .

Renter _____ Date _____

Congregational Representative _____ Date _____