



# MESSIAH LUTHERAN CHURCH

## Space Use Policy & Suggested Contribution Schedule

### Purpose

This policy seeks to clarify how spaces on Messiah property (including the Trinity Community Center) are booked by groups outside the congregation. This policy also outlines the types of activities that are prohibited on Messiah property.

### Procedure

The Congregation Council encourages the use of church facilities by its member organizations and recognized civic community organizations within the limits of the church's ability to provide resources and services. All requests for use of facilities must be made to the Senior Pastor and either the Parish Administrator (if the space is in the Worship Center) or the Community Center Coordinator (if the space is in the Community Center) at least two weeks in advance of the desired date of use. All groups and organizations must complete a Space Use Agreement and provide a Certificate of Insurance if appropriate and as noted below.

### Regulations

Facilities of the church are available to organizations subject to the following regulations:

The beliefs and practices of the organization must not be discriminatory or contrary to the spirit of the church or the laws of the community, state, or nation. Organizations additionally agree to abide by the following policies of the congregation when using the facilities:

- 1.) Wine and beer may be served at church events in accordance with all local, state and federal laws if a member of the staff is present. Wine, beer, and other alcohol may be served at catered events in accordance with all local, state and federal laws at the church by a caterer that is appropriately licensed.
- 2.) Demonstrations may not be conducted with fire, explosives, firearms or weapons of any kind, or caustic or volatile materials or any other materials that may be dangerous to life or property.
- 3.) Smoking is not allowed on the premises.
- 4.) Displays shall not be affixed to any building surface.
- 5.) Adequate adult supervision must be provided for children and youth using church facilities. The congregation's Safe Church Policy must be observed.
- 6.) Organizations using the property will assume full responsibility for damage done during their occupancy and will be expected to reimburse the congregation for repairs or unusual cleaning.
- 7.) Special permission will be required from the Minister of Music for use of church musical instruments.
- 8.) The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
- 9.) Outside groups are required to provide a Certificate of Liability Insurance showing insurance coverage for their members during the time that their group meets on Messiah property. This certificate should provide a minimum of \$1,000,000 liability insurance protection. This provision

does not apply to events connected to weddings or funerals held at the church, nor to programs that the Congregation or Congregation Council designate as “ministries of the congregation.”

### **SUGGESTED CONTRIBUTIONS FOR WEDDINGS**

<b>Room/ Staff</b>	<b>Members</b>	<b>Nonmembers</b>
Sanctuary (rehearsal & wedding)	\$0.00	\$100.00
Fellowship Hall	\$0.00	\$100.00
Minister of Music (includes rehearsal)	\$200.00	\$200.00
Sexton (if no self-cleanup)	\$35.00	\$35.00
Parish Admin (bulletin design & printing)	\$50.00	\$50.00
Pastor (ceremony, rehearsal & counseling)	\$0.00	\$200.00

### **SUGGESTED CONTRIBUTIONS FOR FUNERALS**

<b>Staff</b>	<b>Members</b>	<b>Nonmembers</b>
Minister of Music (includes rehearsal)	\$200.00	\$200.00
Sexton	\$35.00	\$35.00
Parish Admin (bulletin design & printing)	\$50.00	\$50.00
Pastor	\$0.00	\$150.00

### **SUGGESTED CONTRIBUTIONS FOR OTHER ONE TIME EVENTS**

<b>Room/ Staff</b>	<b>Members</b>	<b>Nonmembers</b>
Sanctuary	\$0.00	\$100.00
Fellowship Hall	\$0.00	\$100.00
Other Spaces (classrooms, etc.)	\$0.00	\$50.00
Sexton (if no self-cleanup)	\$35.00	\$35.00

### **SUGGESTED CONTRIBUTIONS FOR REGULARLY MEETING GROUPS**

<b>Type of Group</b>	<b>Members</b>	<b>Nonmembers</b>
Monthly Contribution for Groups with Less than 10 Members:	\$0.00	\$35.00
Monthly Contribution for Groups with More than 10 Members:	\$0.00	\$65.00

- All contributions for space use are categorized as “space use” in undesignated giving and paid by check to Messiah Lutheran Church.
- All contributions for staff are to paid in cash the day of the event.