



MESSIAH LUTHERAN CHURCH

Space Use Policy

Purpose

This policy outlines how spaces are reserved at the Messiah Lutheran Church Faith Center and types of activities that are permitted on the property.

Procedure

The Congregation Council encourages the use of Faith Center facilities by its member organizations and recognized civic community organizations within the limits of the congregation's ability to provide resources and services. With the exception of funerals, a deposit of half the space use cost and all requests for use of the Faith Center must be made to the Director of Operations at least two weeks in advance of the desired date of use, including specifically what spaces and services are required. At that time all groups and organizations must complete a Space Use Agreement and provide a Certificate of Insurance if appropriate and as noted below.

The Director of Operations will then check the availability of necessary staff and/ or volunteers and then confirm whether or not the space can be used at the date/ time requested. The confirmation packet will include envelopes marked with the service being given and the amount due. All payments to the congregation for space use can be made by cash or check made out to "Messiah Lutheran Church" with "Faith Center Space Use" in the memo line. **All payments to staff are to be brought in cash the day of the event.**

The Pastor & Executive Director is required by the Congregation Council to take two full days off per week for renewal and time with family, with those days regularly being Friday and Saturday. While moving these days off is occasionally possible, it is extremely difficult and always interferes with the life of the wider congregation. **Thus, while every effort will be made to work with grieving families, individuals are strongly encouraged to schedule funerals from Sunday - Thursday whenever possible.**

For funerals, weddings, baptisms, confirmation and first communion, Messiah's Women of the ELCA (WELCA) chapter provides a basic reception free of charge with coffee, soft drinks and dessert. If a household would like additional foods, they must be paid for and arranged by the family.

Regulations

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

1. The beliefs and practices of the organization must not be contrary to the laws of the community, state, or nation and must reflected the stated Core Values of Messiah Lutheran Church.
2. Wine and beer may be served at Faith Center 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.
3. 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.
4. Smoking is not allowed on the property (inside and outside buildings) except in designated smoking areas outside the Faith Center.
5. Illegal drug use and recreational cannabis use is not permitted at any Messiah events.
6. Displays shall not be affixed to any building surface.
7. Adequate adult supervision must be provided for children and youth using church facilities. The congregation's Safe Church Policy must be observed.
8. 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.
9. Special permission will be required from the Minister of Music for use of musical instruments.
10. Special permission will be required from the Worship & Music Committee for use of streaming and recording equipment.
11. 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.
12. Outside groups are required to provide a Certificate of Liability Insurance showing insurance coverage for their members during the time that their group meets at the Messiah Faith Center. 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."
13. In order to comply with Town of Rotterdam ordinances, all events must conclude by 10:00pm without prior authorization from the Executive Director.

COSTS FOR WEDDINGS & FUNERALS

Room/ Staff	Members	Nonmembers
Sanctuary (rehearsal & wedding)	\$0.00	\$100.00
Fellowship Hall (includes use of kitchen)	\$0.00	\$100.00
Minister of Music (includes rehearsal)	\$200.00	\$200.00
Sexton (if no self-cleanup)	\$50.00	\$50.00
Director of Op. (bulletin design & printing)	\$75.00	\$75.00
Pastor (ceremony, rehearsal & counseling)	\$0.00	\$200.00
Live Streaming/ Recording	\$200.00	\$200.00

Amended by vote of the Congregation Council on January 22nd, 2024.

COSTS FOR OTHER ONE TIME EVENTS

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

SUGGESTED CONTRIBUTIONS FOR REGULARLY MEETING GROUPS

Type of Group	Members	Nonmembers
Monthly Contribution for Groups with Less than 10 Members:	\$0.00	\$50.00
Monthly Contribution for Groups with More than 10 Members:	\$0.00	\$100.00

The cost of renting rooms will be reduced by 50% for staff of Messiah Lutheran Church.