

BUILDING USE POLICY

Messiah Lutheran Church
Roseau, MN 56751
(218) 463-1648

Part A: Permission for Building Use

- An application for use must be submitted to the church office including the facility use form. Applications can be picked up from the church office.
- Messiah Lutheran affiliated groups have full use of the building at no charge, subject to available space, as determined by the master calendar in the church office. Examples (Bell Choir, Circles, Youth Group, Bible Study, etc...)
- Individual members in good standing of Messiah Lutheran may request the use of the church building for personal use, subject to guidelines.
- Non-profit service organizations in the community may apply to the church office for the use of our facilities, subject to availability. The usage may not conflict with purpose or policies of the congregation. The staff or council may approve or decline any such request.
- Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of Messiah Lutheran, and the usage will not conflict with the purpose or policies of the congregation. The staff/council may approve or decline any such request.
- All ongoing or regularly scheduled use of the facility by outside groups will require approval of the Messiah Lutheran Congregation Council.

Part B: Guidelines for Building Use.

- Once an application for use has been approved and added to the Master Calendar, the completed Facility Use Form will be used for the desired set-up of the needed space.
- It is expected that individuals and groups that use the Messiah Lutheran Church will be good stewards and be responsible in the use of property and equipment.
- Requests for set-up of tables and chairs, the use of audio-visual equipment, etc. must be stated completely on the Facility Use Form and reviewed with the appropriate church staff. See office staff.
- Set-up and takedown of furniture and equipment will only be done by the church staff. Building users are not to remove furniture or equipment.
- A church staff member is usually available Monday – Friday, 8:00 am - 5:00 pm. Any group using the facility must arrange for access to the building outside these times. The facility must be left ready for its next scheduled use. If a custodian is needed outside regular working hours for take-down and clean-up to accomplish this, an extra fee will be applied.
- Church-owned musical instruments other than pianos may not be used unless by written permission of the Church Organist.
- Groups that wish to have a piano tuned before an event may make the request to the church office. Only the church's piano tuner will be allowed, and the group will pay the expense. Tuning will be done as close to the event as possible, but will be done on a schedule convenient to the church and its tuner.
- When minors will be present in the church facility, the group must provide the church with a written plan on how they will be supervised. All supervision must be consistent with the Messiah Lutheran Safe Church Policies. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
- Groups using the facilities may use the kitchen facilities to make coffee. All disposables and consumables (paper products, coffee, lemonade, etc.) must be provided by the group. Cooking or food preparation is not allowed without rental of the kitchen facility.
- Alcoholic beverages are prohibited on church property, including the parking lot and lawn.
- Each group or organization must designate a representative who will consult with the church staff in advance of the event and be responsible for:
 - Custody of a key, if needed, and unlocking and relocking all doors and windows.
 - Accounting for damages to the facility.
 - Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.

- No kitchen equipment is to be removed from the church facility (this includes, dishes, linens, etc.) All equipment is for use within Messiah Lutheran facility only.

Part C: Member Fees (members in good standing)

- No fees will be assessed for the use of church facilities for:
 - Funerals
 - Weddings
 - Receptions
 - Anniversary
 - Church related / sponsored activities
- Kitchen Usage Fee- Use of kitchen to prepare meals only (no reception) is a fee of \$25.
- If a custodian is required (outside of regular working hours) the fee is \$25 per hour is requested.
- A deposit of \$25 is required for the use of all keys to the building, which will be refunded when the keys are returned to the office and all other required fees have been paid.
- Room Usage Fees (per day):

Part D: Non-member/Group Fees

- Non-member relatives of Messiah members will be considered as non-members.
- A deposit of \$25 is required for the use of all keys to the building, which will be refunded when the keys are returned to the office and all other required fees have been paid.
- If a custodian is required, the fee is \$25 per hour, with a two hour minimum.
- Room Usage Fees (per day)
 - Sanctuary
 - \$250
 - Fellowship Hall/Kitchen
 - \$200 - less than 4 hours
 - \$300- 4 hours or more
 - Classrooms / nursery (each room)
 - \$10 - less than 4 hours
 - \$ 20 - 4 hours or more
 - Sunday School Addition
 - \$ 20 - less than 4 hours
 - \$ 40 - 4 hours or more.
- Groups are responsible for damage done to any church equipment or furnishings. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement by the church.
- The council may modify the above listed fees at their discretion, and will not be retroactive.

Part E: Meal Service

- Members and Non-members can choose whoever they wish to serve a reception.
 - Use of families, circles from other churches, etc... to serve receptions will be permitted with a Messiah Lutheran Church Women's hostess present.
- Catering services hired to provide meals at Messiah Lutheran will be required to:
 - Contact the Wedding Arrangements Chairwoman of the Messiah Lutheran Church Women to arrange for a hostess. Hostess will supervise and assist in the use of Messiah Lutheran Church Equipment.
 - Show evidence of Liability Insurance coverage.
 - Show evidence of current Food Handlers Physical
 - Submit a refundable damage deposit of \$250
 - Provide own disposable items
 - Provide all consumables