**Gloria Dei**

**Evangelical Lutheran Church**

**Facility Use Guidelines**

108 Brown St.

Tecumseh, MI 49286

(517)-423-7510

www.gloriadeitecumseh.com

**Guidelines/Rules For Use of Church Facilities**

Gloria Dei Lutheran Church’s mission is to gather, empower, and send people into the world as disciples of the living Christ. One of the ways we do that is to offer our church facilities for use to members and non-members, non-profit and charitable organizations, as well as other individuals and groups. We want the church to be active and vital in the community. While we would like to offer the use of our facilities free of charge, our costs to host events are on the rise. The intent is not to profit from events, but to share the cost. We’re happy you are considering the use of our facilities.

1. **GENERAL USE GUIDELINES**

Rooms Available: Capacity

 Gero Hall Meeting Room 25-40 people

 Luther Fellowship Hall 200 people

 Luther Fellowship Hall (Half) 100 people

 Sanctuary 240 people

Rental Fee Schedule:

 A schedule of fees for use of Gloria Dei’s facilities is listed below. These fees, if applicable, must be paid as follows: 50 percent down payment when the area is reserved, the balance is due in full one week prior to the date of reservation.

 All church functions will take precedence over any reservations. All rules contained in this guide must be adhered to by all parties.

For those who use the church on a regular basis, an application for use of the facilities should be made on an annual basis.

1. Members of Gloria Dei Lutheran Church

Any member of Gloria Dei Lutheran Church may schedule the facilities of the church for their personal use at no charge. While no fee is charged to members, a donation to offset utilities and custodial costs will be appreciated. Suggested donation for use of Luther or Gero Hall only during off-hours is $25.00 per use. If you use the oven/stove, the suggested donation is $50.00 per use. If you have another way you’d like to donate to the church or community on behalf of the church – through a project, etc. – the council would consider that, as well. Just note it on the application.

1. Non-Profit /Charitable Organizations – Members and Non-Members

Any non-profit /charitable organization may use the church facilities. A fee, if applicable, will be determined by Church Council on an individual basis. If you use the facilities on a regular basis and have a special event that requires additional space, you must fill out a separate facility use application.

1. Other Individuals or Groups

Non-members may use church facilities during regular office hours or the sanctuary may be used when the pastor is present.

The following fee schedule shall apply:

 Gero Hall $150.00

 Luther Hall with kitchen $600.00

 Luther Hall without kitchen $350.00

Sanctuary $250.00

1. Special use **MEMBERS ONLY**

If you have already been approved to use one of the rooms and should you need access to the church during times when no one is there to open the doors for events such as piano recital rehearsals, a key can be secured with a $100.00 deposit for a three-day period of time and must be returned the next business day following the last rehearsal day unless your event is within two days of your last rehearsal day. Your deposit will be returned upon the return of your key if the area of use was left in satisfactory condition.

1. **GENERAL RULES FOR USE OF FACILITIES**
2. The building must be vacated by 12:00 midnight. All lights should be turned off. (Please check bathrooms, flush toilets, wipe down sinks).
3. Ensure all doors are locked.
4. No tobacco, drugs, or other controlled substances are permitted in the building. All areas of Gloria Dei are designated as non-smoking.
5. The use or possession of alcoholic beverages is prohibited on church property except for authorized functions.
6. Only masking tape may be used to secure any decorations or visual presentations. All decorations must be removed following use of facilities.
7. Members scheduling facilities for personal use will be in attendance and provide supervision for the gathering.
8. The individual or group reserving the facilities is liable for any breakage, damage, or extra custodial services incurred during the time of use. (See section VII)
9. **SCHEDULING AND ARRANGEMENTS**
10. The use of the church facilities should be scheduled 45 days prior to date of intended use.
11. Gloria Dei reserves the right to refuse any and all requests for use of their facilities.
12. Reservations will be taken through the church office on a first-come, first-served basis. Church-sponsored events and services shall always take precedence, (i.e. funeral service and dinners).
13. Use of church facilities is limited to those areas that have been reserved. No party shall be permitted to roam throughout the rest of the building. A cleaning fee may be assessed if this rule is found to be violated.
14. The copier is for use for church purposes only. Members with a key to the office may not use the copier for anything other than church business.
15. The sound board and other media equipment may only be used by those who have been trained. If you need sound/media, please call the church secretary to arrange a time to meet with someone who has been trained See Section VII for fees.
16. **BORROWING OF TABLES AND CHAIRS**
17. A limited supply of older tables is available for loan to members of Gloria Dei for use off the premises of the church. These are located in the storage shed.
18. The older (beige colored) chairs in Luther Hall may also be borrowed by members, but please let the church secretary know when and how many you are borrowing.
19. Tables and chairs will be loaned on a first-come, first-served basis through the church office. All tables and chairs must be returned within 7 days of pickup.
20. No newer chairs (green) or tables (plastic top) will be loaned out except under special circumstances approved by the Church Council.
21. **FOOD AND USE OF KITCHEN/HALLS/SANCTUARY**
22. All food items brought into the church must be removed from the church property following the function. All garbage must be taken home.
23. All paper products including plates, cups, napkins, and table coverings will be furnished by the party reserving the facility.
24. The entire bank of cabinets/drawers closest to the kitchen door in Luther Hall is reserved for the funeral committee, but is not labeled due to the sensitivity of the subject. The counter space, however, may be used for individual events.
25. Kitchen small appliances (coffee pots, roasters, pots and pans, etc.) is for church use only and is not to be removed from the premises.
26. All dishes/utensils/dinnerware must be washed, dried, and returned to their proper cupboard(s)/drawer(s) following use.
27. Sinks and counters should be washed/dried and floors wiped if there is a spill.
28. All items placed in the refrigerator or freezer must be labeled with the person’s name and date. Anything left will be discarded after 30 days.
29. Any food items brought in more than an hour before an event should be stored in the refrigerator to avoid attracting ants and mice. Food left on the counters after the event will be discarded.
30. Floors should be swept if food of any kind has been served. Likewise, if paper or craft products of any kind have been used or if mud or dirt has been tracked in. The vacuum is located in the closet by the kitchen.
31. **SEATING CONFIGURATION IN LUTHER HALL**
32. A one-week notice is required to configure seating in Luther Hall. Those desiring to have a specific seating configuration must make arrangements through the church office. A table layout should accompany the request. A quoted fee will be supplied to the renter if set-up and break-down is outside the norm.
33. To avoid damage to tables and chairs, they will be set up and taken down by custodial staff.
34. A limited number of round and rectangular tables may be used in Luther Hall.
35. Members and not-for-profit/charitable organizations should wash and dry all tablecloths and leave them on the table.
36. **ADDITIONAL SERVICE FEES**
	* + 1. Additional custodial care, if necessary, is $50.
			2. Minimum fee for using the sound board/media (requires trained technician) is $50.

**APPLICATION FOR USE OF**

**GLORIA DEI LUTHERAN CHURCH FACILITIES**

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Name Gloria Dei Member?  Yes  No

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Phone Numbers (Home and Mobile)

What is the name of the group, if any, using the facility?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is this a not-for-profit/charitable organization?  Yes  No

Date(s) facility is requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which room(s)/services do you need? (Check all that apply)

 Luther Hall  Sanctuary  Gero Hall  Kitchen  Sound Board

 Other room (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will you use the facility?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will you serve food/beverages?  Yes  No Approximate number of people?\_­\_­­­\_\_\_

I have read and agree to the Guidelines/Rules for Use of Church Facilities and agree to be responsible for damages and/or additional custodial costs should they be necessary:

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

For office use

Approved/denied for use by Church Council on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circle one Date

User notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Date

Key distribution date\_\_\_\_\_\_\_\_\_\_\_\_\_ Returned\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit amt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_