



## BUILDING USE AT ST. PEDER'S LUTHERAN CHURCH

*As a way to serve the community and make Christ known in our neighborhood, St. Peder's allows rooms in its building to be used by groups and individuals under certain circumstances. It is assumed that the building will be treated with respect and that the property and furnishings will be left in the same condition in which they were found.*

### **Section A: General Guidelines:**

1. Any building use by groups or individuals from outside the congregation must have prior approval, and will pay, in advance, fees listed on the following page.
2. Though every effort will be made to accommodate groups or individuals wishing to use the building, priority will be given to groups within the church. (Top priority will be given to funerals and weddings). The church may at any time cancel building use.
3. The building is tobacco free. No alcohol is permitted unless approved in advance by the Pastor or church council.
4. Any supplies, materials, food, etc., that are brought into the building by a group or individual must not be left in the building unless approved in advance by the Pastor or church council. You may use our organics and recycling bins. Any garbage generated by your event must be taken with you.
5. Groups or individuals are to use only the rooms they have agreed to use.
6. Groups should have their event cleaned up and exit the building no later than 10 pm unless prior arrangements have been made. Passcards do not function after 10 pm.

### **Section B: Use of Kitchen**

1. Please bring your own paper products, silverware and cups to use. Please use compostable disposable products if possible. Use of dishwasher, stove or oven is not permitted unless approved in writing in advance.
2. Groups may use our microwave (please clean up any spills), fridge and/or freezer (depending on events at the church that week, space can be limited).
3. Groups may use our coffee maker, but you must bring your own supply of coffee, tea, creamer, sugar, etc.
4. As stated in Section A, any food, supplies, etc, that are brought into the building by a group or individual must not be left in the building. You may use our organics and recycling bins. Any garbage generated by your event must be taken with you.

### **Section C: Room Guidelines**

1. Groups or individuals who wish to meet on a regular basis may request the use of a classroom, conference room or lounge. All recurring uses must be approved by the church council.
2. Events using Fellowship Hall will take place for three hours or less, including set-up and clean-up, unless approved in advance. Events lasting more than three hours will be charged a per hour fee for each extra hour. Prepared food drop-off by appointment is permitted.

### **Section D: Passcards**

1. Passcards will be created on an as-needed basis and may only be used by the individual signing the building use application.
2. Passcards that are lost or damaged will result in a \$25 fee.
3. Please make arrangements to return your passcard no later than two days after your event has taken place.



**ST. PEDER'S**  
EVANGELICAL LUTHERAN CHURCH

## **BUILDING USE AT ST. PEDER'S LUTHERAN CHURCH**

### **Fee Schedules**

#### **General Fee Schedule for One-Time Use of Assembly Hall – SECTION A**

<b>Usage</b>	<b>Fee*</b>		<b>Renter Usage:</b>
0-50 guests	\$25 per hour		
51-100 guests	\$50 per hour		
101 + guests	Call church office		
Kitchen Use With Rental of Assembly Hall	\$50 (flat fee)		
	<b>TOTAL</b>		

\*Includes use of lounge at no extra charge.

#### **General Fee for One-Time Use of Classroom, Lounge or Conference Room – SECTION B**

Use of Classroom, Lounge and Conference Room	\$25 per room up to 3 hours	
Events lasting over 3 hours, per hour after 3	\$10 per room per hour over 3 hours	
	<b>TOTAL</b>	

#### **Fee Total:**

Section A total:	
Section B total:	
Other charges:	
<b>Total Rental Fee</b>	

#### **Notes:**

- *Fees differ for wedding and funeral receptions. Please contact the Pastor for Funeral & Wedding specific policies.*
- *For rental of sanctuary or rental of kitchen without assembly hall, please contact church office.*
- *Fees may be waived under special circumstances.*
- *The church is happy to consider requests for recurring use. Those requests go through the church council.*



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## BUILDING USE AT ST. PEDER'S LUTHERAN CHURCH

### CONTACT FORM & APPLICATION FOR BUILDING USE

Name of Person/Organization/Group:

Address:

Contact Name(s):

Address (if different than above):

Email:

Phone:

Room(s) requested:

- ☐ Assembly Hall
- ☐ Sanctuary
- ☐ Classroom(s): \_\_\_\_\_
- ☐ Lounge
- ☐ Conference Room

Application is for: (check one)

- ☐ One-time event: Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_
- ☐ Recurring event(s): Days/Times: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date (if known): \_\_\_\_\_

Total Fees (due prior to your event):

\$ \_\_\_\_\_ Date Received: \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. Signature of this form indicates acceptance of all applicable fees and guidelines.

X

Date: \_\_\_\_\_

Re n t e r

**Office Use Only**

Advance Rental Fee:	Date Paid:	Staff:
Remaining Balance:	Date Paid:	Staff:
Passcard:	Date Given:	Returned:
Passcard Number:		