

**MEMBER  
GUIDELINES  
FOR USE OF  
ST. TIMOTHY'S  
LUTHERAN CHURCH**

*5/27/2003*

## **GUIDELINES FOR USE OF ST. TIMOTHY'S LUTHERAN CHURCH**

**St. Timothy's Lutheran Church is a building dedicated to the Glory of God. It is available for reservation by persons or groups that are part of the church family. A person or group outside of St. Timothy's church may request to rent space if available and if the event is consistent with the mission of the church.**

**We request that members and others who are granted permission to use the facilities treat them and the personnel involved in each event with the utmost respect.**

**It is the responsibility of the persons granted permission to use the facility to inform their guests and assist in the enforcement of the church's guidelines.**

- 1. Persons using the building are reminded that the church and its facilities have been dedicated as a house of God – therefore all activities are to be conducted in a manner proper to the surroundings.**
- 2. Any person or group wishing to use the church should contact a church secretary to check availability of date requested. If date is available, obtain the guidelines sheet and fill out the reservation form.**
- 3. The entire building is a SMOKE FREE environment.**
- 4. No alcoholic beverages are permitted in the church or on the church grounds.**
- 5. Groups with children or youth must provide adequate supervision for their activity –at least one adult per 10 children or youth.**
- 6. It is the responsibility of the group's leadership to make sure the space is cleaned and straightened up (as they found it) before they leave.**
- 7. Activities are to be confined to only those areas reserved.**
- 8. A \$75.00 deposit is required to reserve a date for the Fellowship hall.**
- 9. A \$300.00 damage deposit (paid when making the reservation) is required use of building and grounds. Please provide a self-addressed stamped envelope if you would like the check to be returned after event (assuming check can be returned).**

**4-17-2001**

**For MEMBERS to use church equipment, they must make arrangements with the office. The persons using the equipment will be required to repair or replace any equipment that is lost, damaged or broken.**

**A Free Will donation can be given for the use of church equipment.**

**Rental money of free will donations received from the use of church facilities and/or church equipment goes into the General Fund (unless Council designates it elsewhere).**

**Church members that need to use the kitchen should make arrangements with the office to obtain a key and receive a list of Kitchen Helps that are available (if needed) to assist with the use of the kitchen.**

**Special events with use of the whole church, parking lot, etc. to be determined by Church Council or Executive Committee.**

### **PROCEDURES FOR RESERVING DATE FOR USE OF CHURCH**

- 1. Talk to a church secretary to reserve a date.**
- 2. Check availability on church calendar with secretary.**
- 3. If date available, secretary should confirm with Pastor's date book.**
- 4. Upon receiving approval, fill out the reservation form.**
- 5. Office should inform person(s) reserving date to contact any staff, church member or committee that would be affected by this event.**
- 6. Contact Households of Faith for help (if help is needed to complete this event).**

**4-17-2001**

## MEMBERS FUNERAL RECEPTION

### Honoraria Accepted

## MEMBERS FEE SCHEDULE

<b>Fellowship Hall</b>	<b>\$75.00</b>
<b>Use of Kitchen</b>	<b>\$25.00</b>
<b>Custodian (fees paid directly to custodian – But can be left at office)</b>	
<b>Set up of Chairs &amp; Tables:    0 – 50  Chairs</b>	<b>\$25.00</b>
<b>50 – 100 Chairs</b>	<b>\$40.00</b>
<b>over 100 Chairs</b>	<b>\$60.00</b>
<b>Fellowship Hall without set-up and supplies</b>	<b>\$30.00</b>
<b>If Kitchen help is needed to serve</b>	<b>\$5.00 per hour for each person needed</b>
<b>If Kitchen help is not needed to serve, there should be two Kitchen Helpers to facilitate the kitchen use.</b>	<b>\$5.00 per hour for each person</b>
<b>Other Rooms – Board Room, Library And Sunday School Rooms (Not Choir Room or Offices)</b>	<b>\$10.00 first hour plus \$5.00 for each additional hour</b>

**5/27/2003**

