

BUILDING USAGE POLICY

St. Mark's Evangelical Lutheran Church welcomes the use of its facilities by members and approved organizations in order to carry out the basic purpose and mission of the church of bringing people to Christ. The use of the facilities must be done in conformity with city fire and safety ordinances, including prohibitions against smoking and overcrowding in church facilities.

Regularly scheduled meetings have first priority for building use. Other church-related meetings have second priority. All requests for use of the facilities must be in writing, stating the date and purpose of the use. Council must approve all requests.. The use by members need not be approved by council, but the date and time must be approved by the Pastor or church office. All members and organizations requesting use of the facilities must sign a Building Usage Agreement and a copy of the signed Agreement must be retained in the church office. The member requesting use of the building must be present for the duration of the event.

Any member or group using the church must abide by the fee schedule (below). All fees must be paid at least one week prior to the date that the facilities will be used.

The church requires that any person or group obtain a liability policy with a minimum of one hundred thousand dollars in coverage (\$100,000.00) listing the church as a third party insured. Proof of coverage is required before the church may be used.

FEE SCHEDULE (GROUPS EXEMPT)

(Wedding fee schedule is separate. See the Wedding Planning Book for that fee schedule.)

1. Sanctuary Use - \$75
2. Fellowship Hall Use \$125
3. \$150 Refundable deposit – deposit is forfeited if church must employ its own cleaning services after event due to failure of users to clean up.