**Use of Facilities Policy**

**Faith Lutheran Church**

**1214 N. Ohio Ave**

**York, Nebraska 68467**

**402-362-3000**

**Regulation and Guidelines for ALL Groups and Individuals**

* Organizations and/or individuals wishing to use the facilities are to contact the church office to ensure facility availability.
* Reservations need to be made with the office to use the facility.
* The Board of Trustees will be the final authority on any questions.
* Use of the Sanctuary must be arranged with the Board of Elders.
* Groups or individuals using the facility are responsible for any damages that occur.
* The facility being used must be left clean and in the same order as it was found.
* No alcoholic beverages are allowed.
* No smoking is allowed in the building.
* The applicant renting/or using the facility will be responsible for policing the facility.
* Use of, or admittance to areas other than agreed upon in the application is forbidden, except for the main level restrooms.
* All donations and fees are to be paid to the church office by those using the facility.
* Fees are due before use of the facility.
* No church property is to be removed from the premises without signing it out from the church office.
* When the kitchen is used, all dishes, utensils, etc. are to be cleaned and returned to the cabinets, counter tops, stoves, and floors cleaned if needed.

**Rental of the Fellowship Hall, Kitchen, Conference Room for Non-Members**

Rental Fees (additional charges may be added if terns of agreement are not met)

* Fellowship Hall $300
* Kitchen $150
* Conference Room $50
* Refundable Deposit $50
* No church linens are to be used without consent from the Faith Lutheran Kitchen Committee, and if items are used, they are to be laundered and returned to their places.
* No condiments of the congregation or any organization are to be used.
* Facility is not to be used past 11:00 pm

**Use of the facility by Faith Lutheran Church Members (Circuit, District, or Groups/Organizations Sponsored by Synod with approval of Trustees**

* Weddings – When the bride, groom, and/or parents is a member of Faith Lutheran Church, a free- will donation will be accepted for the use of the Fellowship Hall, Kitchen, or Conference Room.
* Family Functions, such as anniversary, reunions, etc. are free will donation.
* All linens used shall be laundered and put back in place.
* Any condiments of the congregation or is organizations as well as paper products used are to be replaced.

**Use of Church Equipment (by Members of Faith Lutheran Church Only)**

* Folding chairs and rectangle tables may be checked out from the church office, but under no circumstance are the round tables or padded chairs to be removed from the church.
* Kitchen equipment (roasters, coffee makers, etc.) may be checked out from the church office with Kitchen committee approval.
* All equipment removed from the church needs to be checked out from the church office.