

Building Use Policy Bethany Lutheran Church West Branch, Iowa

Bethany Lutheran Church welcomes the use of its facilities by members and community organizations. All building use must be approved by the Administrative Assistant or the Pastor. Applications are available at the church office, or by contacting the Administrative Assistant at (319) 643-5998 or email: blcsecretary@lcom.net. If you have any questions or concerns about the building use policy or fee schedule please contact the Administrative Assistant.

1. **Certain church functions may arise (funerals, etc.) which will supersede your group's use of the facility. We advise finding an alternate facility which would be available in the event this happens. You will be notified of this by the Administrative Assistant.**
2. The use of alcohol, tobacco, firearms, fireworks, and/or illegal drugs is strictly prohibited in the building or on the grounds. Additionally, any activities that could be construed as gambling (e.g. raffles) are not permitted.
3. Your group will not conduct any meeting or discussion on church property which may be perceived as opposed to any other person or group of people based on their sex, sexual orientation, race, religion, age, mental and/or physical disabilities, political affiliation, and/or beliefs.
4. The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual making the application for use.
5. All groups are required to clean up after using any area of the facility. Tables, chairs, and equipment are to be returned to their original locations. All food, trash and recyclables must be removed from the church property upon completion of the event.
6. Any equipment damaged or missing will be replaced by Bethany and the cost will be subtracted from your damage deposit.
7. Aisle runners, rice, confetti, bubbles, and helium balloons are prohibited from use at weddings or other festivities anywhere on church property.
8. No food or beverages allowed in the Sanctuary.
9. The Administrative Assistant will meet with you and explain the policies. The Closing Check List provided at that meeting should be completed and placed in the box in the office upon the completion of your use.
10. We, Bethany Lutheran Church, reserve the right to seek your removal from church premises if it is found you are in violation of these policies.
11. Applications should be made 30 days, or as soon as possible, before the event. Fees and damage deposits are due in the church office with the application.
12. Non-profit public service events and profit-making events must be approved by the council.
13. In certain instances, Bethany Lutheran may need to be added to your insurance policy as an "additional insured" and proof of insurance must be provided.
14. All activities will be concluded by 11:00 p.m. (including clean-up).

FEE SCHEDULE

For members of Bethany there will be no fee for the use of the building for weddings, funerals, or baptisms. *An honorarium for the pastor is customary for funerals and weddings, whether held at Bethany Lutheran Church or at an off-site location, but not for baptisms.* If Bethany's pianist is requested to play and available, a separate fee will be arranged directly with her. (Note: As it pertains to this policy, specifically weddings, a member will be defined as an individual who has communed and made a contribution of record to this congregation in the current or previous year or as determined by the pastor.)

For non-member weddings there will be a facility usage fee of \$500.00. If only the reception is being held in our fellowship hall, that fee will be \$400. A minimum honorarium of \$500.00 will be paid to the pastor, whether held at Bethany Lutheran Church or at an off-site location. If Bethany's pianist is requested to play and available, a separate fee will be arranged directly with her.

For non-member funerals there will be no fee for the use of the building. A donation is greatly appreciated to assist in offsetting cleaning, electricity, water, and normal wear and tear expenditures. A minimum honorarium of \$250.00 will be paid to the pastor.

Large Fellowship Hall

There are no charges for members. The fee schedule for non-members is listed below.

Large Hall and Kitchen: If only using the fellowship hall, the fee is \$250. If both the fellowship hall and kitchen will be utilized the fee is \$400.

Non-Profit Usage: The people of Bethany Lutheran welcome non-profit organizations to use our space. We make this space available to non-profit organizations free of charge. However, a donation is greatly appreciated to assist in offsetting cleaning, electricity, water, and normal wear and tear expenditures.

A damage deposit of \$250 will be paid on all non-member events and is due with the signing and submission of this form.

Please note: If a cleaning service is required, you may be billed for additional charges.

The Cleaning check list must be completed after every event. Please leave completed check list on the kitchen island.

I have read the above information and agree to follow the building policy rules and pay the appropriate fees.

Signed _____