

BUILDING POLICIES

St. Paul Lutheran Church

1120 N 8th Ave, Winterset, IA

515-462-4270 • stpaullutheranchurch@hotmail.com

General Church Usage:

St. Paul Lutheran Church is the Lord's house. The intent of the church facility is a place for God's people to gather to worship, praise, and glorify God. As this is the intended use of the church, members and guests are expected to respect the Lord and therefore respect his house.

- This is a smoke, alcohol, and drug free environment. There should be no use of alcohol, drugs, or tobacco products in the building or on the grounds.
- Pets are not allowed in the building.
- Running or loud commotion is discouraged anywhere in the church.
- The tables in the fellowship hall and classrooms as well as the kitchen counters should not be used as chairs.
- The church is not responsible for loss or damage of personal property.
- Damage to the church building or its contents must be reported immediately to the church office or a member of the building team.
- Nails and tacks should not be used on walls without prior permission of the Building Team.
- Balloons cannot be used in the church building as they interfere with our fire alarm system.
- Decorating of the church is the sole responsibility of the Decorating Committee. Please contact them before making any changes to the building or purchasing items for the church.
- Furnishings within the church are church property and shall not be removed from the building without prior permission from church personnel. These items include, but are not limited to: tables, chairs, linens, decorations, sound equipment, kitchen utensils, dishes, carts, and ladders.
- Changes or additions to the church building or grounds is the responsibility of the Building Team. Contact the team leader before making any changes or additions.

Use of the Church Building for Events:

Church related activities will take precedence over non-church related functions. It is also imperative that the building is used for events that are consistent with the moral standards of the Lutheran Church. As such, anyone desiring to use the church shall provide a brief description of the activities proposed. If there is concern regarding the proposed activity, additional information may be requested. Church personnel reserve the right to refuse the use of the church to any individual or group.

- Contact the church office to check availability and to schedule events in the church.
- Usage forms need to be completed and fees/deposits must be paid according to the fee schedule. Please see the "Fees for Church Usage" section for more details.
- General cleaning of all area used after the event is the responsibility of the renter. The damage deposit will be returned in full after the event when the areas are cleaned to the inspector's satisfaction, there is no damage to the property, all items are returned to their proper place, and all garbage is removed. If the areas are not cleaned satisfactorily or not returned to their original state, the additional custodial costs will be deducted from the deposit.

- Damage to the building or the property must be reported immediately. Costs to complete repairs will be at the cost of the renter. The renter will be billed the difference when the damage totals more than the deposit.
- If canceling two months or more before the event, the full damage deposit and rental fee will be returned. If canceling one week or more before the event, the full rental fee and half of the deposit will be returned. If cancellation occurs less than one week before the event, only the rental fee will be returned.

Fees for Church Usage:

St. Paul Church Event: There are no rental fees for church events (as determined by personnel), nor shall there be a request for donation or liability assigned to the organizing member.

Non-St. Paul Church Events: Events that are non-St. Paul Church events are divided into four groups:

- Group A: Member or Active Non-Member Personal Event
- Group B: Community or Christ-Centered Event
- Group C: Non-Member Personal Event
- Group D: Any For-Profit Event

Groups A and B: No fees will be assessed or donation requested. The renter will be liable for damage.

Groups C and D: A Facility Use Form (found at the end of this document) must be completed and returned to the church office with a \$100 damage deposit before event is scheduled on the church calendar. Fees will be assessed according to the following fee schedule. Fees must be paid before event. If fees are not paid, they will be deducted from the damage deposit. Deposit will be returned in full if there is no damage to the facility and your fees have been paid.

Classroom	\$25
Fellowship Hall and Kitchen	\$75
Sanctuary and Fellowship Hall	\$50
Sanctuary, Fellowship Hall, and Kitchen	\$100
Wedding	(see wedding policy manual)
Kitchen	\$30
Custodial fee	\$50
Custodial fee (200+ people)	\$75
Sound system and/or projector	\$50
Projector	\$50

Classrooms

The primary purpose of the classrooms is for bible studies for children and adults.

- After use, the rooms shall be picked up, garbage properly disposed of, and chairs/tables placed in an orderly fashion.
- Nails and tacks shall not be used in the walls.

Fellowship Hall

- Tables shall be wiped down with mild soapy water and dried. No abrasive cleaners should be used.
- If tables and chairs are rearranged for the event they shall be returned to their original order.
- The Fellowship Hall floor should be swept and all spills wiped up. The floor should be clean when finished.

Kitchen Usage

When using the kitchen for any purpose the following procedures should be followed to insure that the kitchen will be kept clean and sanitary.

- All counter tops, stovetops, microwave ovens, refrigerator door and sinks are to be washed with mild soapy water and dried. No abrasive cleaners should be used.
- All spills in the refrigerator and ovens are to be wiped up with mild soapy water.
- Remove any leftover food immediately or label for what purpose/event it is being saved.
- Rinse out and unplug the coffee maker.
- All dishes should be washed, dried, and put away where they were found.
- Kitchen floor should be swept and all spills wiped up. The floor should be clean when finished.
- Arrangements should be made for the removal of the garbage.
- Dishcloths and towels that were used should be gathered and taken home to be laundered. Return the dishcloths and towels promptly.

Sanctuary

The intent of the sanctuary is a place for God's people to gather in worship and praise. The sanctuary is also used for larger groups to meet for youth and adult education.

- The use of food and beverages in the sanctuary is discouraged without prior permission. Items required for church services are exempt.
- The audio equipment and musical instruments are to be used only by members of the Communications Team and St. Paul musicians. They are off limits to everyone else.
- During scheduled events, the sanctuary shall not be used except for activities that are specifically scheduled for the sanctuary.
- The sanctuary shall be left in the same condition as it was found.

Chapel

The intent of the chapel is to provide a quiet place for prayer and meditation and is open 24 hours a day for use by everyone. The chapel is maintained for these uses even during scheduled activities within the church.

- During scheduled events the chapel shall not be used except for quiet prayer and meditation. The exception is an activity which is specifically scheduled for the chapel.
- The chapel shall be left in the same condition as it was found.

FACILITY USE FORM

St. Paul Lutheran Church

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Please complete this form and return to the church office. No event will be scheduled until this form is completed. All payments must be received before building reservation is secured. If you have any questions, please contact the church office.

RENTER INFORMATION:

Organization: _____

Individual/Contact Person: _____

Email Address: _____

Address: _____

Phone: _____

EVENT INFORMATION:

Day and Date Requested: _____

Time of Event: _____

Type of Event: _____

Total Expected Attendance: _____

Equipment Needed: _____

Area Requested:

Classroom	\$25	<input type="checkbox"/>
Fellowship Hall and Kitchen	\$75	<input type="checkbox"/>
Sanctuary and Fellowship Hall	\$50	<input type="checkbox"/>
Sanctuary, Fellowship Hall, and Kitchen	\$100	<input type="checkbox"/>
Kitchen	\$30	<input type="checkbox"/>
Custodial fee	\$50	<input type="checkbox"/>
Custodial fee (200+ people)	\$75	<input type="checkbox"/>
Sound system and/or projector	\$50	<input type="checkbox"/>
	TOTAL	\$ _____

Catering Needed: Yes No Catering costs will be determined by the church's kitchen crew. Please contact the kitchen at 515-462- 9408.

Please sign below to acknowledge having read the building use policies.

_____ Today's Date: _____

FOR OFFICE USE ONLY

Deposit received Y N Date: _____ Receipt given Y N

Fees received Y N Date: _____ Receipt given Y N

\$100 deposit returned Y N Date: _____ If no, reason _____