

First English Lutheran Church
 9 NW 3rd St; Ortonville, MN 56278
 Office: 320-839-2527

GUIDELINES AND FEES FOR USE OF CHURCH FACILITIES

The Church Council and FELCW have approved the following policy/fee schedule concerning the use of church properties:

- ❖ First English activities will have priority.
- ❖ All seasonal decorations in the sanctuary and narthex will remain up for all events.
- ❖ The Pastor, Dir. of Yth/Family Svcs, or other designated Lay Person of FELC must be present for any and all worship services held at FELC, (unless approved by the Pastor.)
- ❖ No food or beverage (other than water,) is allowed in the sanctuary.
- ❖ Chairs, tables, kitchen utensils, dishes, etc., are not to be removed from the church.
- ❖ Non-member groups or persons must furnish their own kitchen towels.
- ❖ The church will not be responsible for accidents or injuries or the loss of personal property.
- ❖ Drugs, tobacco or alcoholic beverages is not permitted on Church property.
- ❖ Safe food handling & state regulations for kitchen must be observed.

1. **Use by members of First English Lutheran Church** and/or their immediate families: Generally, they may use church facilities at no charge, (i.e. for anniversaries, birthdays, etc.) A donation to cover costs of utilities and custodial fees is encouraged. **For weddings, a deposit of \$150 is required at the time of reservation with \$50 refunded to the bridal couple unless church requires extra cleaning/care following the wedding.**
2. **Use by non-profit service organizations:** Facilities may be used whenever it does not interfere with ongoing activities of the church. **A \$50 custodial fee will be charged for all nonprofit use. If additional clean-up is needed a bill will be sent to cover those costs.**
3. **First English staff or FELCW member must be present for all non-member use.**
4. **Non-Member funerals: A custodial fee should be paid for extra setup and cleanup by staff.** There is no fee for use of building.
5. **Other use by non-members:** Such use is welcome whenever it does not interfere with on-going activities of the church, which always have priority. **A NON-REFUNDABLE DEPOSIT OF \$150 IS REQUIRED AT THE TIME THE RESERVATION IS MADE (with the exception of individual classrooms.) In addition,** the following fee schedule applies:

		TOTAL COST
A.	Use of sanctuary, kitchen, and fellowship hall.....	\$300 \$450
B.	Use of sanctuary only.....	\$225 \$375
C.	Use of kitchen for meal preparation.....	\$200 \$350
D.	Use of fellowship hall.....	\$200 \$350
E.	Use of classrooms (per room).....	To be determined
F.	Use of Choir Room side of Fellowship Hall	\$100 \$250

Exceptions to the above policy must be approved by the Board of Church Properties. A charge may be made for any damages to the property. Requests for use of facilities must be made ahead of time at the church office, using the form on the reverse side, deposit received, request approved and placed on the church calendar.

All persons/groups using the facilities of First English Lutheran Church are expected to treat them with respect and care. We ask that you please leave the building neat and clean, in the same condition you found it. This is *“the House of the Lord”* and is dedicated to promoting God’s kingdom; therefore, the facilities will only be used for positive, wholesome, and uplifting activities that promote Christian principles.

WE WANT YOU TO ENJOY OUR CHURCH FACILITIES. Please let us know if you have any questions, problems, or suggestions.

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felcort@firstenglish.net

REQUEST FOR USE OF CHURCH FACILITIES

Name/Organization _____

Contact Person _____

Address _____

Telephone Number _____ Email _____

Nature of the Activity _____

Expected Group Size _____

Church Area Requested: (Please note, you may **only** use the area(s) you request. Any plans to use *any* kitchen facilities **must be pre-approved** (to include refrigerator, stove, freezer, etc.)

Sanctuary _____ **Kitchen** _____ **Fellowship Hall** _____

Number of Tables/Chairs Needed _____

Classroom(s) _____

FEE _____ **DATE PAID (must be *before* event)** _____

DEPOSIT (\$150, also required for ALL weddings) _____ **DATE PAID** _____

Date area is to be used (circle day of week as well) _____

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Beginning Time _____ Ending Time _____

Approved by _____

Date _____