

# **Bethlehem Lutheran Church Building Use Policy**



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# Bethlehem Lutheran Church Building Use Policy

## Mission Statement

Empowered by the Holy Spirit, we proclaim by word and deed the love and forgiveness of God in Jesus Christ to our members, the community, and the world.

The members of Bethlehem Lutheran Church wish to make their facilities available to assist in furthering the mission of the congregation. Community organizations are encouraged to use the facilities when such activities agree with the mission, values and programs of the congregation.

Church facilities are used by groups with a variety of objectives, philosophies and attitudes. The fact that a group is permitted to meet in Bethlehem Lutheran Church does not constitute an endorsement by the church of the group's policies or beliefs. The facilities of the Church are not available for commercial purposes.

The following are guidelines for Bethlehem Lutheran Church building use:

### I. Use Agreement

- A. All member and non-member requests for use of space at Bethlehem Lutheran Church must be made through the church office.
- B. An application/reservation form needs to be completed, signed and returned to the church office with the applicable deposit of 25% before being considered for the calendar. Balance is due on the day of the event or use.
- C. The activity will be added to the calendar .
- D. All applications will be reviewed annually.
- E. Events may need to be canceled or rescheduled due to unexpected church needs, such as funerals.

## Room Capacity

<u>Room</u>	<u>Capacity</u>
Bethlehem Square	125 people at tables
Gloria! Room	8 round tables/6 rectangular tables/50 chairs
Magi Room	6 round tables/4 rectangular tables/35 chairs
Mary Room	4 rectangular tables/25 chairs
Micah Room	32 chairs
Naomi Room	4 rectangular tables/40 chairs
Peace Hall	tables & chairs for 300-350
Sanctuary	665 chairs
Shepherds Hall	12 round tables/8 or 10 rectangular tables/ 100 chairs

## Wedding Charges

See Wedding Booklet for details.

## Receptions

Any receptions held at Bethlehem Lutheran Church may not exceed 100 people. Non-members may not hold a wedding reception at Bethlehem Lutheran Church.

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## Fees and Deposits

Members are not charged a building use fee for funerals or weddings.

<u>Space</u>	<u>Fee</u>
Sanctuary	\$250
Peace Hall*	\$125
Shepherds Hall*	\$100
Bethlehem Square*	\$ 75
Kitchen	\$ 75
Magi Room	\$ 40
Gloria! Room	\$ 40
Micah Room	\$ 30
Mary Room	\$ 25
Coffee Kitchen	\$ 25
All Other Rooms	\$ 25
Audio Visual Equipment	\$ 10 per piece / per day
Portable Sound System	\$ 25 per event
Coffee Pot	\$ 5 per pot / per day
Other Kitchen Items	Based on numbers used
Catered Meal (garbage fee)	\$ 30 per event

\*The rental rate for Peace Hall, Shepherds Hall and Bethlehem Square includes 8 tables with up to 8 chairs per table OR 75 chairs. Additional tables (with 8 chairs) will cost \$10.00 each. Additional chairs (over the 75) will cost \$1.00 each. 8 ft. tables will cost \$2.00 each.

All rates are based on 4 hours.

Fee structures are subject to change.

**Set-up Fee:** Community service organizations or groups requesting building space will be asked to donate \$25 for additional set-up, take down, equipment use and cleaning.

**Concert Fees:**

Sanctuary \$300 (includes two other rooms)

**Rehearsal Fees:**

Same day rehearsal \$ 50  
 Different day rehearsal \$200 (lights & heat or A/C)  
 \$ 50 (lights only)

**Cleaning Deposit:**

\$100 (refundable if entire area used is cleaned per BLC's expectations)

## II. Special Services and Equipment

A. Bethlehem Lutheran Church has available for use various pieces of equipment, including but not limited to: tables, chairs, and various audio visual equipment. All BLC equipment will be set up by authorized personnel **ONLY**. No equipment may be removed from the church building.

B. A telephone is available for local service **ONLY**. Long distance calls are the responsibility of the user. Staff will not be available as a messenger service.

C. Food Services and Catering

- When making a reservation, it will be noted if the group using the facility is planning for breaks or meals during their use of the building.
- A list of caterers is available upon request from the church office.
- When serving punch, red, orange or purple colors are **NOT** allowed. These stain the carpet.
- Coffee pots are available for use at \$5 per pot/per day. (Groups need to supply their own coffee, creamer, and sugar.)
- Groups using the kitchen need to wash dishes and clean counter tops in order to leave the space ready for the next group to use.

**III. Advertising** - All advertising of performances at which an admission is charged must state the total admission price. User shall not advertise any performance until contracts between all parties have been fully signed.

**IV. Decorations and Signs** - Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, painted surface or wall of Bethlehem Lutheran Church. Any special decorations or signs must be approved by the church office as to location and method of installation.

**V. Alteration of Premises** - Each user shall accept the premises in the condition they find them and shall leave the premises in the same condition at the conclusion of the period of use. No alterations or changes shall be made without the prior approval of the church office.

- VI. Damages** - Any type of damage to Bethlehem Lutheran Church property or equipment is to be reported immediately to the church office. Groups using the building are responsible for any damages which occur to the building while they are using the facility.
- VII. Janitorial Services** - Bethlehem Lutheran Church shall provide cleaning of premises, although it is expected that each group using the building leaves the area in the same condition as it was found upon their arrival. There will be a labor charge for above normal cleanup services.
- VIII. Fire Regulations** - All users must comply with all federal, state and local fire codes which apply to places of public assembly. Special care should be taken not to block or obstruct fire extinguishers, fire pull boxes or entrances and exits within Bethlehem Lutheran Church. There is to be NO open flame or candles, except those authorized at regular or special church services.
- IX. Alcohol and Tobacco Policy** - Bethlehem Lutheran Church building and grounds are to be kept alcohol free, except for communion wine used in a worship service. Smoking is **NOT** permitted in the building. Smoking is permitted by the ash tray at the entrance of the building.
- X. Parking** - The cul-de-sac at the front entry of the church is to be used only for the purposes of the pick-up and drop-off of materials and/or persons. This lane is the fire lane and must remain open and accessible to fire fighting equipment.
- XI. Pets** - No animals or pets are permitted in the building except as an approved exhibit, activity or performance legitimately requiring the use of animals. Seeing-eye dogs are exempt. Pets which are approved to be in the building must be on a leash, within a pen or under control at all times. The owner will be fully responsible for his or her pet.

- XII. Equipment** - Audio visual equipment will be available on request. The use of such equipment will depend on the availability of the equipment for the time of the event. There is a per piece/per day fee charged for audio visual equipment.
- XIII. Exterior Doors** - Under **NO** circumstances should any exterior doors be propped open nor any automatic closing devices or panic hardware be removed from any door in Bethlehem Lutheran Church.
- XIV. Organ and Piano Use** - Use of the organ, harpsicord and piano needs to be arranged through the church office and with the main organist of Bethlehem Lutheran Church. Nothing will be placed on the top of the piano or harpsicord at any time (such as floral arrangements).
- XV. Kitchen Use** - The kitchen must be reserved in order to be used. Outside groups must make arrangements to use the dishes, silverware, etc. when using the building for meetings. (BLC groups are excluded - such as circles, Men of Bethlehem, Women of Bethlehem, committees, etc.).
- XVI. Infant/Toddler Center Use**  
The Infant/Toddler Center is available for Bethlehem sponsored activities, but needs to be reserved and an adult needs to be present at all times. The Infant/Toddler Center is not available for non-member group use.
- XVII. Long-Term Building Use** - Long-term building use contracts may be negotiated with the Director of Operations. The negotiated cost will be determined on space needed, frequency of use and set-up required.

Extraordinary circumstances or deviations from the previous policies will be decided by the Director of Operations and/or the Property Board and Church Council.