

The Lutheran Church of the Galilean
Policy: Building Use
Revised: 11/14/2017

The facilities of The Lutheran Church of the Galilean are available for use by congregational members and the community.

The Galilean offers the use of its facilities for a wide range of functions and groups. The policies and fees differ for different uses and groups. Preferential treatment will be given to activities that are directly hosted by the church or support the church's mission.

All uses of the building must be approved by the church council or its designated officer.

Non-profit groups and Private Individuals

Fees for use by non-profit groups and individuals may be waived by the church council. Fees may apply for custodial services, set-up, clean-up and/or materials used.

For-profit groups

For profit individuals and groups will be charged a usage fee based on the room(s) requested. Fees may also be charged for custodial services, set-up, clean-up and use of materials.

Cleaning, Set-Up and Securing the Building

Any group or individual using the church must provide their own setup and clean-up. Cleanup includes but is not limited to putting the room back the way it was found – tables and chairs in the proper location, carpet and floors picked up, trash collected and placed in the outdoor cans and any items brought in for the event removed. We reserve the right to charge a \$100 cleaning fee for cleaning a room not left in original and clean condition.

Groups must also secure the building upon leaving, This includes turning off the appropriate lighting, closing and locking doors, and other procedures as instructed.

USE FEES

Room	Use Fee	Deposit
Sanctuary		
Funerals	\$0	\$0
Weddings (member)	\$150	\$0
Wedding(non-member)	\$300	\$150
Cleaning Fee (member and non-member)	\$150	\$0
Misc. User		
Fellowship Hall & Kitchen	\$200	\$100
Classrooms	\$200	\$100

PAYMENT OF FEES

With the exception of weddings, payment for all remaining charges (excluding deposit) are due fourteen (14) days prior to your event. For weddings, remaining monies are due no less than thirty (30) days prior to your event date. Failure to pay deposit or remaining monies due will result in losing your reservation, deposit and scheduled use of the building. Deposits are due once the use of the facilities has been approved. Checks should be made payable to The Lutheran Church of the Galilean.

SMOKING, ALCOHOL AND FIREARMS POLICY

SMOKING IS FORBIDDEN IN THE CHURCH BUILDINGS AND ON THE CHURCH PROPERTY. USE OF ALCOHOLIC BEVERAGES, DRUGS IS PROHIBITED ANYWHERE ON THE CHURCH PREMISES.

POSESSION OF A FIREARM ANYWHERE ON THE CHURCH PROPERTY IS PROHIBITED WITH THE EXCEPTION OF LAW ENFORCEMENT OFFICERS.

INFORMATION FOR WEDDINGS

Clergy: All Weddings at the Galilean must be officiated or co-officiated by the Galilean's Pastor unless a waiver is granted by the Pastor.

Photography: Photography inside the sanctuary is allowed.

Candles: Candles brought in by wedding parties and planners must be of the non-drip variety. Weddings will be charged additional fees for candle wax and other such damage.

Catering: Outside catering vendors may be utilized to bring ready to serve food. The kitchen can be used for limited warming but not for cooking. Additional fees will be assessed for not leaving the kitchen as it was found.

Rice and Bird Seed: The use of rice and/or bird seed as part of the ceremony is prohibited.

INFORMATION FOR FUNERALS AND MEMORIALS

The family should contact the Pastor regarding scheduling of a Funeral or Memorial Service. Funerals for non-members of the Galilean are scheduled at the discretion of the pastor.

The family is responsible for coordinating delivery of food or refreshments should they wish to hold a reception before or after the service.