

## **Galilean Lutheran Church**

### **BUILDING USE POLICY**

The facilities of Galilean Lutheran Church are available for use by businesses and corporate entities in our 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.

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

### **Business and Corporate Groups**

Business and Corporate groups will be charged a usage fee based on the room(s) requested. An administrative fee will also be charged for custodial services, set-up and clean-up. Additional charges will also be imposed for any audio visual or sound systems which are required for presentations.

### **Cleaning, Set-Up and Securing the Building**

Any group or individual using the church must provide a layout of how they would like the rooms set up as well as any other materials which will be needed. Any items which are brought in for the meeting must be removed at the end of the meeting. Any items which are left will be discarded. Groups will be charged for any damage to the building as a result of negligence by any of the participants.

A designated person from the group must stay after the event to complete a walk thru with the Building Manager to insure that any damages which are present can be verified by both parties prior to closing out the event. The Building Manager will be responsible for turning off all lights and locking up the building before leaving the building.

## Use Fees

Facilities at the Galilean may be reserved in three hour blocks. Block 1 begins at 9:00AM and ends at 12:00 PM. Block 2 begins at 12:00 PM and ends at 3:00 PM. Fees are assessed as follows:

Room	Use Fee
Meeting Room 1 Capacity 8	\$225 per block
Meeting Room 2 Capacity 8	\$225 per block
Large Meeting Room Capacity 40	\$300 per block
Large Meeting Room Capacity 110	Quoted Upon Request

Each block is subject to a \$75 administrative and cleaning fee. Multiple rooms booked in the same block will be charged a single fee.

Rooms will be made available 30 minutes prior to start time for setup. A warming kitchen (no cooking) is included for all reservations. Basic audio/visual equipment and internet access is also included at no extra charge.

## Payment of Fees

Payment for all reserved dates are due **fourteen (14) days** prior to your event. 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**

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

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

## **Decorations and General Rules**

All decorations, signs or posters in the facility and on the grounds of must be approved by the Facilities Manager.

- NO items may be affixed to any surface without written consent.
- NOTHING may be tacked or nailed/screwed into any surface to include walls, ceilings, woodwork or fixtures.
- Scotch/Duct Tape is NOT to be used on walls, ceilings or any other area. Painters tape and poster putty are the only approved items for hanging items on any surface.
- Signs on the exterior doors or grounds are not permitted without prior approval.
- Any decorations or signs deemed inappropriate for any reason can be removed at the discretion of the Facilities Manager and/or any church staff employee.

## **Food Services**

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. We will provide you with the menus for several businesses in the area who will deliver breakfast or lunch to your attendees. You will be responsible for paying the vendor/caterer prior to or on the date of your event for any food which is ordered.

The Galilean can provide paper products and a basic beverage service (coffee, water, ice, soft drinks) for an additional charge based on the number of attendees.

## **Building Manager**

The Building Manager will be available prior to the start time of your event to ensure that all of the rooms are set up as you requested. The Manager will give you a tour of the facility and leave a contact number for you should any issues arise while you are using the building. The Manager will return at the end of your event to do a walk thru with your designated person to determine what additional amount might be due if any.