

# KENT MEMORIAL LUTHERAN CHURCH BUILDING USE POLICY

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KENT MEMORIAL LUTHERAN CHURCH  
Evangelical Lutheran Church in America  
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David R. Beese, Pastor

The purpose of Kent Memorial Lutheran Church building, grounds and equipment is to serve its membership, its neighborhood and the community; to provide for maximum use for the greatest service. In order that all might know the conditions governing the use of our facilities and equipment, these policies are authorized and published.

Approved weddings, funerals or any church building usage not under direct committee supervision will contact Property Committee chair person for instructions. A Building Use Sub-Committee serves under the Property Committee and will have a representative at all functions not under direct committee supervision.

**SCOPE:** The primary and intended use of the building, grounds and equipment shall be for religious and educational events, social services, character-building functions and church organizations.

**FUNERALS:** The church buildings, grounds and necessary equipment shall be available without charge to members of the congregation. Families of non-members are asked to consult with the Pastor.

**WEDDINGS:** The facilities of the church shall be made available for weddings to members of the congregation as well as to non-members. It should be understood that the setting of the sanctuary and chapel shall not be changed in any manner except with approval of a Building Use Representative.

**I. EQUIPMENT:** Equipment shall not be moved from its regular place without authorization or permission. Arrangements must be made to return all equipment to its regular place.

**II. DECORATIONS:** No tacks, nails, tape or other materials which will deface any part of the building shall be used. Decorations such as streamers shall not be attached in such a manner that will leave permanent marks. Pew mounts are available through the church to attach aisle

bows, bouquets, etc. Flowers, candles, etc. must have bases or stands to support them. Dripless candles are required.

III. FLOWERS: Those responsible for flowers and decorations should clear the time of decorating through the Church Office to avoid conflict with other scheduled events.

IV. BIRD SEED is required in lieu of rice, and should be thrown outside the church building.

V. REMOVAL OF FLOWERS and decorations is to be arranged for immediately following the wedding so the facilities are available for the next scheduled activity. Flowers left over a 24-hour period will be removed.

VI. ALCOHOL AND TOBACCO: No alcoholic beverages are allowed on the premises. Smoking will not be permitted anywhere within the church building.

VII. FOOD: When food is involved, arrangements must be made for rental of the Fellowship Hall. Food is allowed only in the kitchen and fellowship hall.

VIII. SUGGESTED FEES FOR FACILITY USE:\*

A. Fees to be paid by members of Kent:

- 1) Use of Fellowship Hall for reception \$ 50.00
- 2) Custodial Fee For Worship Area \$ 50.00
- 3) Custodial Fee for Fellowship Area \$ 50.00
- 4) Organist's Fee and Pastor's Honorarium shall be set by those involved.

B. Fees to be paid by Non-Members:\*

- 1) Use of inside/outside Worship Area \$ 150.00
- 2) Use of Fellowship Hall for reception \$ 100.00
- 3) Custodial Fee for Worship/Fellowship \$ 100.00
- 4) Organist's Fee and Pastor's Honorarium shall be set by those involved.

A Kent Memorial representative shall be present during the use of the facility by non-members. Kitchen use by non-members is limited to food warming purposes only.

C. The services of the WELCA Ladies are available for receptions. The cost of these services are not included in the above fees and need to be negotiated with a WELCA representative.

- All fees are to be paid on or before the scheduled event.
- All users are responsible for removing all trash to the dumpster. Facility users agree to defend and indemnify Kent Memorial Lutheran church and hold it harmless for any liability or claims arising from use of the property. A separate form "Application for Use and Rental of Facilities" is approved as part of this Building Use Policy.

**OUTSIDE GROUPS AND ORGANIZATIONS** may use the church facilities if their purpose is considered worthy and if their programs do not conflict with scheduled congregational activities. Other groups using the building will not be charged a fee, but groups will be required to clean up after the event. Decisions concerning worthiness can be determined by the Chair Person of the Property Committee, the Kent Pastor and by the President of the Church Council.

**LOANING EQUIPMENT** such as chairs, tables, dishes, etc. is not encouraged, but may be allowed on an inter-church or church-related basis, providing that the items to be loaned have been cleared through the Property Committee or the Kent Pastor.