

CHURCH USE POLICY – CALVARY LUTHERAN CHURCH (Approved by Calvary Council - June, 2009)

1. Requests for Usage

All requests for usage should come through the church receptionist (701-772-4897 or place4u@calvarygf.org). The receptionist has the authority to approve space on a one-time basis for requests that are consistent with this Church Use Policy. The receptionist reserves the right to consult Calvary staff and/or church council for any requests. All requests for regular usage (i.e. recurring weekly or monthly) will be referred first to a pastor, then to the Finance/Operations Team and if necessary to the church council.

The group must designate a member of Calvary as a contact person who will be responsible for scheduling, clean up, security and breakage.

2. Criteria for Granting Space

- A. All groups using Calvary’s facilities must have religious or humanitarian goals, be non-profit and nondiscriminatory.
- B. The anticipated use must be reasonable and not harm the facility.
- C. All events for which admission will be charged must be consistent with these policies and receive specific approval from the Calvary Church Council on a case by case basis.

3. Space Assignments and Restrictions

- A. The specific space will be assigned by the receptionist. The number of people, time of use, and room assignment will be put on the church calendar.
- B. The Kitchen, Sanctuary and Sacristy are not available for regular use by outside groups.
- C. The Sanctuary, Narthex, Holy Grounds, and Fellowship Hall are available for one-time usage, but groups may not reserve more than one of those spaces for a single event.
- D. All groups should clean up when done.
- E. The church reserves the right to move any group to another room when church activities (e.g. funerals) require the use of that space.

4. Security Considerations

- A. For security and maintenance reasons, groups are asked to stay in their assigned rooms.
- B. Groups meeting at the church other than during regular office hours will be assisted with entry and lock up.

5. Costs for Use of Church Facility and Equipment

- A. For uses other than weddings and funerals, a deposit of \$50 is required at the time the space is reserved. The deposit will be returned after the event, minus an hourly fee for any custodial time that is required due to inadequate building clean-up after the event. The deposit will be forfeited if the event is canceled with less than 2 weeks notice.
- B. Calvary Nursery Staff may be available at their current hourly wage.
- C. A usage appropriate donation to the church is welcomed.
- D. See other church policies relating to fees for weddings, funerals, receptions or use of the kitchen.

6. Other General Rules

- A. Parking – Please park in designated spaces only.
- B. Smoking – Smoking is prohibited in the church building.
- C. Coffee – Consult with the church receptionist if you would like to use the coffee machine in Holy Grounds. Please use the freewill offering box on the counter in Holy Grounds to pay for beverages made. If using other coffee pots, you must supply your own coffee.
- D. Alcohol – Alcohol is prohibited in the church building.
- E. Signs – Signs must be pre-approved by the church office.
- F. Policies – Please see other church policies regarding receptions, weddings, and funerals.

I have read and will observe the above guidelines. A deposit of \$50 is attached (if required). I understand that I am responsible for clean-up of the building, and that a custodial fee will be deducted from my deposit check if building clean-up is inadequate.

 Contact Person

 Authorized Calvary signature

 Contact phone and/or e-mail