

# ST. LUKE EVANGELICAL LUTHERAN CHURCH

## Building Use Fee Schedule (Fees effective as of June 1, 2017)

Building use for up to one half day (four hours)	\$75.00	_____
Building use for whole day (more than four hours)	\$125.00	_____
Set up charge	\$35.00	_____

*(Please fill out the Room Set Up Form and return with your signed Building Use Request Form.)*

\*\*If your event is large and has a lot of people attending, it may require a larger set up fee as determined by the Congregational Council.\*\*

### Kitchen use:

Use of full kitchen	\$75.00	_____
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*This includes food preparation and use of the stoves and/or ovens.*

Partial use (coffee pots only)	\$10.00	_____
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### Total of all fees

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All groups are to supply their own food and beverages including coffee, condiments, etc. Cooking preparation items such as oil, butter, etc. must also be provided by your group. We also ask that you provide your own disposables such as plates, cups, napkins, flatware, etc. St. Luke Lutheran Church does not provide this service for any outside groups. If you would like to use our dishes, pots and pans, etc., please make sure that you list these items on your signed contract. Your group will be required to wash, dry and put away all items after use. **Alcoholic beverages are not allowed in the church. This includes beer, wine and liquor. No oil frying in the kitchen is permitted.**

*\*Please note that food and beverages **are not** allowed in our meeting rooms. If your group would like to serve refreshments at your function, it will be necessary to also reserve our fellowship hall, if it is available.*

Set up: Tables and chairs are available in the fellowship hall and meeting rooms for your use. It is the responsibility of the person in charge to set up his/her meeting room and restore the room to its original configuration following the meeting. Please leave the room as you found it.

If you would like to have the fellowship hall set up for your event, please fill out the Room Set-Up Form and return with your signed contract. *There is a \$35.00 fee for this service.* Your group will also be subject to this \$35.00 fee if this work is performed by a staff member of St. Luke and you did not fill out the form to request it ahead of time. Room set up is done by our custodian on the evening prior to your event or in the early morning on the day of your event. We are not usually able to accommodate last minute room set up requests or for equipment requests, so please plan ahead if you would like this service provided by St. Luke. *Any changes to set up must be made seven days prior to your event.*

If you would like us to set up equipment for you, please list whatever equipment you are requesting for your event such as chairs, tables, projection screen, TV, VCR, microphone, podium, coffeepots, etc., on page 2 of the contract. (Please see the "Kitchen Use" paragraph on page 3 for additional information.) Any items that are broken or damaged by your group must be replaced with a new item. No additional equipment will be provided that is not requested on the contract.

### Rental details:

*Individuals* that are not members of St. Luke or who do not have family that are members of St. Luke will not be allowed to use the church building. This includes events such as weddings and private parties. We do rent out our facility for group meetings and organization events. If your group is a nonprofit organization, please see the building use contract for more details.

Name of Group: \_\_\_\_\_

Name of Person signing form: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_