

ST. STEPHEN LUTHERAN CHURCH
8400 France Ave. S.
Bloomington, MN 55431
831-4746

FACILITY USE POLICY

Use of the Church Facility:

Requests to reserve/use the facilities or equipment will be approved on a first come, first served basis, within the following priorities:

1. Official St. Stephen Church activities.
2. Activities in direct furtherance of or consistent with St. Stephen's mission.
3. Outside programs or activities that are consistent with the mission of the church.
4. Except in rare circumstances, outside programs or activities of a for-profit nature will not be approved.

Any questions or conflicts regarding the approved/assigned use of any portion of the church's facilities or any of its equipment will be resolved by the Church Council or its designee.

Making Reservations:

The Office Manager and/or the Senior Pastor must approve Building use for one time or new non-church activities. Reservations are considered only tentative until the signed Building Use Agreement is accepted. Organizations that meet regularly may make reservations one year at a time. The church calendar is done on a September through August basis.

Fee Schedule:

Groups, other than St. Stephen groups, will be charged a fee for use of the building. Please see the following chart for rental rates.

Room	Rental Rate	Room	Rental Rate
Sanctuary	\$250.00	Choir Room	\$ 75.00
Activity Center*	\$150.00	Conference Room A or B	\$ 75.00
St. Stephen Room	\$ 75.00	Classrooms	\$ 75.00
Kitchen**	\$100.00	Fireside Room	\$ 75.00
Chapel	\$100.00	Chapel & Fireside Room	\$125.00

** Other Kitchen fees may apply. Please see Kitchen Use Policy and Form.

* The Activity Center is not available for non-member wedding receptions. There will be no charge for the Activity Center for a member wedding reception. However, an additional custodial fee of \$100.00 will be charged to members for set-up and clean up of the Activity Center for a wedding reception.

The above fees are for a 3-hour minimum. Fees after 3 hours will be charged at \$20.00/hour for each additional hour of use.

Responsible Person / Arrival:

Group leaders must arrive before their group participants. They should check in with the church office or staff as appropriate, do any set up they need to do and become familiar with locations of exits and fire extinguishers, etc.

Facility Set-Up:

Groups may be asked to do their own set up and take down of chairs and tables if the schedule is such that our custodians cannot do such set up and take down. The custodians are not on duty full-time. Please check with the Church Office for the custodial hours. There are no custodians available for Church Office holidays.

Use of Church Property / Equipment:

Equipment, such as VCRs, movie screens, overhead projectors are available for use by organizations meeting in the church. Equipment must be run by qualified individuals and cannot be removed from the church or used outside unless for a church-sponsored event at another location. *Prior* arrangements must be made with the church office for use of the above equipment by organizations or members. These organizations or members will assume full responsibility for any damage to equipment or property. There is a charge of \$20.00 per day for the use of each piece of audio-visual equipment for non-church groups.

Use of Office Equipment / Supplies:

Office equipment will be operated only by church staff or other authorized persons. The church must be reimbursed for any office supplies, telephone expense, or postage used by outside organizations or activities. The church shall not be responsible to provide such supplies for outside organizations.

Use of Kitchen:

The kitchen should be reserved as any other room in the church. Please see Kitchen Use Policy for additional guidelines.

Storage:

Storage space is very limited. Outside groups will not be allocated space for storage in the building, unless prior arrangements have been made and approved.

Conditions for Use:

- The Sanctuary shall be respected as a place of worship and shall be restricted to appropriate usage only, such determination being the responsibility of the Church Council.
- No alcoholic beverages are allowed in the church building or on the church property (except sacramental wine).
- No smoking is permitted anywhere in the building.
- No sitting on any counters as shoes may leave marks on the wall.
- No food or beverages are allowed in the Sanctuary or the Library. Food includes candy or gum.
- Responsible adults must monitor all rehearsal and meeting breaks in order to prevent unauthorized use of restricted hallways or other areas of the Church.

Clean-up and departing the Building:

Groups are expected to leave the facilities in good order:

- Return all equipment and furniture, including Sanctuary chairs, to their original locations.
- Clean up and properly dispose of any paper, pencils, music, etc.
- Narthex coatroom must be picked up and hangers replaced neatly.
- Report any damage to the church office.
- Turn off lights and lock doors.
- If a meeting will last beyond 9:30 p.m., groups need to make special arrangements with the Church Office.
- If the custodial staff is required to spend extra time cleaning up after any groups or organizations, St. Stephen will contact that group accordingly.

Compliance with Facility Use Policy:

The Office Manager and Senior Pastor will insist on compliance with this policy in determining the current or future use of Church facilities by any group or organization.