



**Luther Memorial Lutheran Church
Building and Facilities Use Guidelines**

Welcome to Luther Memorial Lutheran Church! We are happy to have you and your group(s) present in our building and hope that your time here is fruitful and blessed. In order to protect you, ensure the safety of everyone in the building, and be good stewards of our church facilities, the following guidelines have been put in place.

The following guidelines are applicable to all individuals and groups (members and non-members) who use LMLC's buildings and grounds:

1. The use of any kind of tape, tacks, pins, or nail type hangers to display pictures or artwork on the walls and doors is prohibited. Absolutely no nails or tacks in walls, woodwork, doors, or ceilings. Mounted wall railings and portable easels are available for presentations and displays.
2. All requests to display photos, bulletins, seasonal decorations, fliers, and other materials are to be submitted to the Facilities & Maintenance (F&M) Committee for approval. Those with a need to display photos, art work, exhibits, materials for weddings or funerals, or awards are welcome to use the wall railings located on various walls within the building, as well as free-standing easels for this purpose. (The easels are located in the west storage closet in the Fellowship Hall). At the end of the meeting, reception, or program, displays should be removed and easels returned to the closet. Ongoing displays should be dated and must be updated regularly to keep them current and interesting.
3. Please report any damage, including broken equipment, burned out light bulbs, spills and stains, even if this did not occur during your use of the building. Funds for repairs needed due to damage incurred by a group will come from the Damage Deposit of said group.
4. Please use only the room(s) that you have arranged and agreed upon with LMLC and that are stated in your signed agreement/contract. No other rooms should be used. For safety reasons, please do not allow members of your group to wander about in other parts of the building.
5. We strive to be a safe place for all people! Access to this building may be public at the time of your event, due to other events in the building at the same time. For this reason, adults must escort young children throughout the building. Older children and youth (Middle/High School) should use a buddy system when leaving an event to go outside or to the restroom.
6. The use of the Nursery, like any other available room(s), is to be arranged ahead of time. At no time is a child or children allowed to play in the Nursery without a Nursery attendant. Nursery use is an additional room use fee.

7. LMLC is striving to be Green as stewards of God's creation! To reach this goal, we are no longer allowing disposable Styrofoam food containers/plates/cups in the building. All disposable food items need to be recyclable or compostable. All food waste should be put in the Food & Yard Waste receptacles found in every room. For compostable food items guidelines, please go to: <https://cedar-grove.com/commercial/accepted-items/>. There are containers throughout the property and building for recycling and food & yard waste. Please note what belongs in Trash, Clean Recyclables, and Food & Yard Waste and dispose of your waste accordingly.
8. At the close of your meeting or event be sure to:
 - A. Gather up all your belongings. LMLC is not responsible for lost or stolen items.
 - B. Place all trash/recycling/food waste in appropriate containers. If containers are full, please empty them in the large outside receptacles, located on the concrete pad in the parking lot. The key to the containers can be found in the cupboard above the spice rack, in the kitchen.
 - C. Place tables, chairs, and other equipment in proper place.
 - D. Sweep or vacuum the area as needed.
 - E. Check the outside areas for trash that may have inadvertently not been discarded properly.
 - F. Turn off the heat and lights.
 - G. Lock the doors, replace the key, and notify church staff or your Site Manager, according to your agreement/contract.
9. We strive to be respectful of our neighbors, and hope that you will too. Loud music or other disruptive noise is therefore prohibited.
10. **Kitchen Use** (Pre-arranged)
 - A. All used dishes, pans, and utensils must be washed, dried, and put away.
 - B. Follow carefully the instructions for the use of the dishwasher.
 - C. Refrigerator:
 - i. Remove and take home or dispose of leftover food.
 - ii. Clean up any spills.
 - iii. LMLC members, staff, committees, and Sunday School items left in the refrigerator should be labeled with name and date.
 - D. Wash & dry tables, chairs, countertops, stove and oven.
 - E. If there has been spillage on the floor, please clean that up as well. Sweep floors if needed.
 - F. Place used dishcloths and dish towels on the kitchen counter next to the sink. (F&M will wash.)
 - G. Remember to use the appropriate containers for disposal of food waste as well as other recyclables.
 - H. Be sure all appliances are turned off.
 - I. Turn off lights.

11. Nursery Use

- A. Use of the nursery must be pre-arranged via a room request and approved by the Council as well as the Nursery Committee or the Nursery Chairperson.
- B. No children are allowed to play in the nursery unattended.
- C. A church approved nursery attendant(s) must be on duty at all times with adult backup present and available by cell phone contact at all times.
- D. For safety reasons, children in the nursery should use the restroom located in the nursery.
- E. All toys and books must be put away in their designated places.
- F. Tabletops, chairs, and counters should be wiped down per nursery guidelines.
- G. All personal items/toys should be gathered and taken home.
- H. Turn off heat and lights and close the door to the nursery.
- I. Turn off heat and lights in "Katie's Parish", which provides the entrance into the nursery, and close the door.

12. Donations of any kind must be pre-approved and pre-arranged. At no time are articles to be dropped off at the church. We recommend donating such items to Goodwill, Value Village, or another similar organization.

13. Facilities Offset Contribution Schedule

We are pleased to welcome groups into our building, believing that Hospitality is a mark of discipleship.

It is also true that use of the building results in increased costs in maintenance, repairs, supplies, utilities, and upkeep. To offset those costs, the following annual Facilities Offset Contribution Schedule is in effect for 2015. Exceptions may be made by recommendation of Congregational Council.

<u>Group Size</u>	<u>Facilities Offset Contribution Schedule</u> (annual contribution)
1-25	\$50
26-75	\$75
76-150	\$150
151-200+	\$200

14. Refundable Damage Deposit

Groups using the building will be asked to submit a damage deposit, usually \$50, to cover costs incurred by damage, heat left on, lights left on, the door being left unlocked, or keys/bar wrenches missing. (Changes in the amount of the deposit may be made at the discretion of the Congregational Council.) This Damage Deposit is fully refundable.

15. Congregational Liaison

The Congregational Council may determine that it is helpful/necessary to have a liaison present from the congregation while a group is meeting or holding an event. Such a Liaison may work with the group to insure that the building is secure, the cleanup is complete, or other related needs. The cost for the liaison will be incurred by the group, at a rate of \$25/hour.

LMLC Building and Facilities Use Guidelines Agreement

Please sign and date below to indicate that you have received, read, and understand all the policies outlined in LMLC's Building & Facilities Use Guidelines:

Organization Name (if applicable):

Name (printed):_____

Signature:_____

Date:_____



**Luther Memorial Lutheran Church
Facilities Use Regulations and Fees**

Regulations:

1. Any group that is not an auxiliary of, or sponsored by Luther Memorial, is subject to room, maintenance, and other applicable fees.
2. All fees must be paid at least **one week** in advance of the scheduled use.
3. Luther Memorial related and sponsored groups have priority for building/room use but are expected to schedule use with the Office Administrator as far in advance as possible.
4. Serving food and/or use of the kitchen (including dishes and utensils) requires prior approval (coffee pots excluded).
5. Any request for exceptions or deductions to the any fees must be approved by the Luther Memorial Church Council or Pastor.
6. Any group whose use requires building maintenance services shall pay a maintenance fee.
7. Additional equipment, staff, and services may be requested; however scheduling will only be done if our resources are available for your event. Additional resources will be charged by time used/needed, and will be included in the signed contract.

Room and Area Fees:	1-4 Hours	4+ Hours
Luther Room	\$75	\$150
Fireside Room	\$75	\$150
Kitchen	\$75	\$150
Fellowship Hall	\$150	\$300
Sanctuary*	\$225	\$450
Other Rooms	\$60	\$120

Maintenance and Resource Fees:

Sanctuary and Narthex only	\$50	Luther Room	\$25	Mon-Sat Parking Lot Fee [‡]	\$200
Fellowship Hall/Fireside Rm	\$50	Weekend Event Fee ⁺	\$75	Additional Resources ^Δ	TBD

Facilities Offset Contribution Schedule (annual contribution by average group size):

1-25 people	\$50	26-75 people	\$75	76-150 people	\$150	151-200+ people	\$200
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**Any use of the Sanctuary by outside groups requires express permission of the Pastor. The fee may be modified by the Pastor if circumstances dictate.*

‡If your event is on a Monday - Saturday between 8 am-5 pm, an additional fee is needed to cover the lost revenue of our parking lot lease.

+An additional fee for events after 6 pm on Fridays - 7:30 am on Sundays.

ΔFees for additional resources requested are decided on a case-by-case basis by the Church Council



LUTHER MEMORIAL
lutheran church

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Luther Memorial Lutheran Church Facilities Use Application

Applications **must** be approved by the Church Council, which meets on the Second Tuesday of every month.

Date of Application _____

Date of Event _____

Rooms and/or Areas Requested _____

Organization _____

Type of Event _____

Estimated Attendance _____

Additional Resources Requested+ _____

Contact/Responsible Party _____

Phone _____

Email _____

Address _____

Total Time Requested _____ Time In _____ Time Out _____

FOR CHURCH USE ONLY- Fees to be determined by LMLC

Rooms/Areas Fee _____

Maintenance Fee+ _____

Damage Deposit* _____

Additional Resources Fee+ _____

Facilities Offset Contribution‡ _____

**at the discretion of the Church Council, a refundable damage deposit may be required*

+please see Fee Schedule for details

‡please see Facilities Offset Contribution Schedule

Total Charge

Approved Denied Damage Deposit Amount* _____

Comments:

Signature (Pastor or Council member)

Date