

St. Mark's Building Use Policy and Fees

(22 September 2015)

“We give Thee but Thine own,
Whate'er the gift may be;
All that we have is Thine alone,
A trust, O Lord, from Thee.”

William W. How, Songs and Hymns, 1864

St. Mark's Mission: “Founded in faith, growing in grace, we are called to love and serve God, one another, and the world.” The facilities of St. Mark's are a gift from God entrusted to us for the support of this mission and in accordance with our **St. Mark's Vision:** “Called by God into community with our neighbors, nation, and world, St. Mark's is one Lutheran parish with many cultural voices and room for everyone to be at home.”

Any use of God's possession must necessarily be to His glory, totally in consonance with Christian ideals of sharing the Good News with all, celebrating the Lord's sacraments, and otherwise nurturing St. Mark's family. Our facilities are not auditoriums, convenient rental space, or party rooms/houses; yet there is nothing wrong with enjoying good Christian fellowship in our facilities as long as each use acknowledges God's presence or is conducted as if Jesus was one of the guests.

The three classes of facilities within St. Mark's:

1. The Sanctuary
2. The Montessori School during the school year
3. All the other spaces outside the Sanctuary or Montessori School

Section 1 – Sanctuary Guidance:

The Sanctuary is our most intimate and special place to seek and praise our Lord. It is our “holy of holies,” and its use should be carefully restricted to purposes which are connected to the acknowledgement, worship, and praise of our Savior and Lord.

- The Sanctuary is for our religious worship services throughout the year. Specifically, for worship services and all church-recognized feasts, celebrations, and days of specific religious significance or observance as marked on the church calendar.
- Additionally, the Sanctuary is for inherently God-centered services such as Baptisms, Weddings, and Funerals presided over by an ordained minister of our faith. This does not preclude joint celebrations with other recognized and ordained ministers so long as St. Marks' Senior Pastor concurs.
- The Sanctuary may be used, with prior approval of the Senior Pastor, by any St. Mark's-sanctioned group (as identified in the Constitution or by appropriate Church Council action documented in official minutes).
- No event is to be held in the Sanctuary without the Senior Pastor's review and consent (consultation with the Congregation Executive Council is encouraged as

needed) and must be opened with prayer to our Lord by an ordained pastor of St. Mark's.

- The Senior Pastor has veto authority to deny use of the Sanctuary for any purpose or to any group or organization that he or she deems to be not of Christian character and ideals, is unworthy of our Lord and/or not in the "style of Jesus."
- No charge shall be made to communing and giving members (as defined in the constitution) of St. Mark's Evangelical Lutheran Church for their and their immediate family's use of the Sanctuary for Christian ceremonies such as Baptisms, Weddings, and Funerals. Neither shall a fee be imposed for appropriate recognition events (as determined by the Senior Pastor) held as part of normally scheduled worship services.
- Fees for use of adjacent church facilities in conjunction with these events are covered under Section 3 of this policy except that the Narthex may be used in conjunction with Sanctuary events (but requires coordination with and approval of the Senior Pastor) without fee for modest refreshments provided by the using St. Mark's member family/organization such as cake, coffee, water, and fruit juices. The sponsoring St. Mark's family members/organization are responsible for cleanup and restoral of the Narthex to normal configuration (tables, etc. cleaned and put away) and for any spills requiring special cleanup (such as carpeting).

There are no "grandfathering" exceptions to the Sanctuary guidance articulated in this section.

Section 2 – General Regulations:

These apply to all St. Mark's areas. Should there be a conflict or inconsistency with the Sanctuary Guidance of Section 1, Section 1 Guidance takes precedence for the Sanctuary. Additionally, no outside (non specifically school-related) events may be held in the Montessori School area during the school year except during weekends, and these may not interfere with Sunday school activities.

Who may use St. Mark's space?

- St. Mark's Lutheran Church encourages members of record and organizations that have goals, ministries, and programs consistent with the vision, mission, and ministry of this congregation to use our buildings and properties.
- Those organizations include the following categories in order of precedence (used in event of schedule conflict that the St. Mark's staff and the organizations requesting usage cannot otherwise resolve):
 - Funerals, weddings, and other Christian ceremonies involving St. Mark's communing and giving members and their immediate families.
 - St. Mark's sanctioned or sponsored groups, committees, or other organizations as identified in the Constitution or by appropriate Congregation Council action documented in official minutes.
 - St. Mark's individual members as long as they are present during the entire requested use period.
 - Self help organizations such as but not limited to AA, Al Anon, Al-A-Teen.

- Community and non-profit organizations, social service organizations, and county sponsored community programs; however, there must be active involvement and actual participation in these outreach efforts by members of St. Mark's in order for these outside organizations to be granted permission to use our facilities.
- For all categories above, fund-raising or fee-based activities must be approved by the St. Mark's Finance Committee at least one month before submitting a request for facility usage. The approved Finance Committee request form must be attached to the request for building usage. No firm scheduling of St. Mark's facilities will be made without this form.

Who may not use St. Mark's space?

- No private parties are permitted with the exception of gatherings for family and friends following a Christian ceremony, such as a wedding, baptism, First Communion, etc.
- No "for profit" organizations may use the facilities unless approved by Church Council action documented in official minutes.

What spaces are available?

- All but the Choir Room, Sacristy, and the Church Office spaces are available. Note the explicit guidance in Section 1 for use of the Sanctuary.
- Kitchen use must be approved by the Kitchen Coordinator.
- Detailed list of rooms available for use:
 - Fellowship Hall: using round tables, can seat 150, conference setup with chairs only – 250
 - Narthex: reception – 100; meeting w/chairs only – 40
 - Lounge: reception – 50; meeting w/chairs only – 40; tables & chairs – 20
 - Green Room: meeting, chairs only – 40; tables & chairs – 20
 - Blue Room: meeting, chairs only – 30; tables & chairs – 18
 - Library: seats 10
 - Office conference room – St. Mark's organizations only; seats 10
 - Education Wing classrooms: must be returned to original setup
 - 111/113 – weekends only during school year; meeting, chairs only – 60; tables and chairs – 35
 - 115/117 – weekends only during school year; meeting, chairs only – 60; tables and chairs – 35
 - 211/213 – weekends only during school year; meeting, chairs only – 60; tables and chairs – 35
 - 214/216 – meeting; chairs only – 60; tables and chairs – 35

When are these spaces available? Timing limitations

- Events involving the Education Wing (Montessori Classroom Area) may not be scheduled during the school year except for weekends.
- No overnight events are to be held in St. Mark's facilities with the exception of St. Mark's-sponsored Youth "Lock-ins" and Hypothermia week.
- All events (with the exception of Friday evening funerals and church sponsored events including Council and Committee meetings) must end by 9:00pm and the building cleaned and vacated by 10:00pm unless otherwise approved by the Congregation Executive Council.
- All events are limited to six hours unless otherwise approved by the Congregation Executive Council.

Reservation and Approval (Confirmation) Process

- One time versus recurring use:
 - A single (one-time) use of St. Mark's facilities is available to active members of record* of the congregation and all others as described previously under "Who may use St. Mark's space?" following the process outlined herein.
 - Any request for regularly scheduled, recurring (e.g. weekly or monthly) use of St. Mark's facilities will be processed following these same rules but subject to Church Council review and approval (except for recurring meetings of St. Mark's Committees and Council which still must be schedule to guard against conflicts.)
- The church office will approve all building use in accordance with this policy. This includes the Narthex and any needed tables or bulletin board/easel displays.
- Requests for use of any building facility and/or grounds must be submitted to the church office at least 2 weeks prior to requested use (or first use in the event of recurring reservations). These requests cannot be confirmed; however, until the requestor submits the appropriate deposit and fee payment.

Note: If the event is a fund-raising or fee-based activity (admission is charged to cover the costs of a speaker, performance, etc.), the approved Finance Committee request form must be provided at the time of reservation request. As noted previously the request for approval must be given to the Finance Committee one month in advance of the requested event date. Any expedited process will be allowed solely at the discretion of the Finance Committee chairman and/or the St. Mark's Business Manager as appropriate.

- Under no circumstances should an activity be scheduled before the church calendar has been checked and confirmed by the church office. Forms for requesting use of the facilities are available on our web site <http://www.stmarks-elca.org> and in the Church Office and Narthex.
- Depending on the requested use, the facility requested, fund-raising event, etc. the Church office will provide via mail or email written approval of the request as

* For the purpose of this policy, active members of record are defined as those on the church registry of members and who have worshipped and contributed offerings to St. Mark's for at least the previous two years.

expeditiously as possible. (Do not make promises or commit to anything until you have that approval “in hand.”)

Finance and Accountability

- St. Mark’s does require a security deposit and fees for usage (both payable at least 3 days prior to the event date). ***Please note that your reservation will not be confirmed (that is, the requested room will not be held) until St. Mark’s receives your payment so don’t wait until the last minute!*** Please see Section 3 for the fee and deposit schedule. (Note: the process outlined below is NOT applicable to St. Mark’s Council and Committee meetings or other meetings held for specific St. Mark’s business purposes. These meetings do not require fees, deposits, or facility condition reports.)
 - The deposit is to cover possible damage to St. Mark’s facilities including cleaning carpet stains and any physical damage to the building or grounds. It is a security deposit only, actual charges incurred by St. Mark’s to return the facility to its pre-use condition will be assessed to you, the reserving party.
 - The person requesting facility usage will be given a facility condition report on the day of intended usage which documents the “as is” condition of the room. It is the user’s responsibility to verify accuracy of the facility condition report prior to the event and make any notes of damages not noted (and communicate this immediately to the St. Mark’s office). This report will be the basis for assessing any damages which occur as a result of the actual event.
 - Any difference between the security deposit and damage repair cost will be returned or billed to the requesting person or organization depending on whether the balance owed is negative or positive.
 - It is St. Mark’s fervent hope that any approved event is a success and that no damage is done allowing the full amount of the security deposit to be returned expeditiously.
 - The security deposit is NOT a pre-payment for facilities usage; see below.
 - Fees for usage are charged to cover the normal, unavoidable wear and tear that occur whenever people use facilities and to partially cover any extra utility or other costs. Should custodial support in the set up or tear down for the event be required, those fees would be included in the total charge and be due upon reservation acceptance.
- Events are allotted a maximum 6-hour timeframe. A fee of \$50 will be assessed once six hours is exceeded and an additional \$50 will be added for every 30 minutes beyond that time. This is for the entire event and not per room. For example, a 2-hour wedding in the sanctuary followed by a 4-hour reception in the Fellowship Hall is 6 total hours.
- Non-St. Mark’s groups must have a St. Mark’s sponsor[†] who will attend the entire event and secure the building afterwards. Sponsors will be held responsible for all fees, the conduct of the group, and any damages to the building.

[†] A St. Mark’s sponsor is an active member as defined above.

- Non-St. Mark's groups must provide a certificate of insurance with their room use application. The absence of said insurance may result in the cancellation of the event(s).
- As noted previously, all deposits and fees must be paid before the reservation can be confirmed. You are strongly encouraged to make the security and fee deposit as early as possible in order to avoid losing your requested space to someone else who pays further in advance.
- Deposits and room use fees are made payable to St. Mark's and delivered to the church office at least 3 days prior to the event date.
- As a repeated point of emphasis: Fund raising activities or fee-based activities must be approved by the Church Finance Committee at least one month prior to submitting a request for facility usage. The approved Finance Committee request form must be attached to a request for facility usage involving fees or fund raising.
- Any breakage or other problems, to include coffee spillage, plumbing, HVAC, windows, doors, etc. must be reported to the church office at the end of the event by email and followed up by phone call on the next business day.
- Under no circumstances should the event sponsor leave St. Mark's facilities unsecured (external door or window issue). Your contract with St. Mark's includes an after hours contact number for these types of emergencies, and it is your responsibility to remain at St. Mark's until you can reach the designated contact and receive his or her instructions. You remain liable for damages if this does not occur.

Building Use Etiquette

- Christian stewardship says, "Always leave a space better that you found it." At a minimum, space must be left as it was found. This includes but is not limited to furniture arrangement, lights, thermostat (if applicable), spills (cleaned up), trash (picked up, placed in trash cans), etc.
- First and foremost, you as the event sponsor need to inspect the venue you have reserved with the facilities checklist noting any damage not already documented. Should something happen during your event, note that on the form (also email a synopsis of what happened/got damaged at the end of the event) and be sure to get the completed form to the Church office the next day! St. Mark's staff will inspect the room using their copy of this form to identify any damages for which you are responsible.
- Table and chair setup and take down are the responsibility of the group using the facility. Arrangements may be made with the church office for these services, in which case, a custodial fee may apply.
- All tables, chairs, furniture and kitchen wares must be returned to the original setup or storage areas and the area left clean.
- Exterior doors not adjacent to the meeting area are to be kept locked after participants have arrived.
- All exterior doors must be locked, lights and appliances turned off, and kitchen trash put in the dumpster behind the kitchen. Leaving the doors unlocked after two uses (second offense) of the facility (this is not per room, but per requesting entity) will

preclude approval for the group or sponsor to use the facility in the future. Decorations may be attached to the Fellowship Hall walls, but only with **BLUE PAINTER'S TAPE!** Do not use transparent (“Scotch” tape, duct tape, masking tape, etc.) – they tend to damage (pull off) the paint and **will result** in your being charged to repaint the wall or **entire room if necessary.** Decorations and tape must be removed at the end of the event.

- St. Mark’s Kitchen Coordinator will supply usage guidelines to groups using the kitchen for the first time. Additional copies are posted in the kitchen.
- Smoking is not allowed in the building. Please use the outdoor ash cans.
- Neither drugs nor alcoholic beverages are allowed anywhere in the buildings or on the church property at any time.
- Violation of either the smoking or drugs/alcohol prohibitions will result in immediate termination of the sponsor’s privilege to use St. Mark’s facilities.

By signing the building use request, the group making the request indicates that they will adhere to these regulations and guidelines.

Section 3 – Fees for Building Usage:

These fees do not apply to church-sponsored events or activities. Requests for sponsorship may be made to the St. Mark’s Church Council.

General Terms

- All events (with the exception of Friday evening funerals and church sponsored events) must end by 9:00pm and the building cleaned and vacated by 10:00pm unless otherwise approved by the Church Executive Council.
- Events are allotted a maximum 6-hour timeframe. A fee of \$50 will be assessed once six hours is exceeded and an additional \$50 will be added for every 30 minutes beyond that time. This is for the entire event and not per room. For example, a 2-hour wedding in the sanctuary followed by a 4-hour reception in the Fellowship Hall is 6 total hours.
- Fees plus deposit are due at time of reservation. No reservation can be confirmed until St. Mark’s receives payment for the usage fee and corresponding deposit.

Usage Fees for Active Members of Record[‡]

- Weddings and Funerals if not part of a scheduled worship service

a) Sanctuary	No charge
	<i>Add \$150 for custodial services on weeknights and weekends</i>
b) Fellowship Hall and Kitchen	\$200 + \$250 deposit
c) Wedding Package	\$400 + \$450 deposit
	<i>Add \$250 for custodial services</i>

[‡] Active members as defined above.

*(Sanctuary, Fellowship Hall, Kitchen, Lounge and Blue Room)
(These fees are for building use only. Additional fees for staff apply.)*

- Baptisms, not part of a scheduled service \$200 + \$150 deposit
- Quinceaneras \$350.00 + \$150 deposit
Includes custodial fee
- Events requiring smaller venues
 - a) Green Room (up to 6 hour session) \$70 + \$165 deposit
 - b) Lounge (up to 6 hour session) \$70 + \$165 deposit
 - c) Classrooms \$30 + \$50 deposit
 - d) Blue Room or Library (up to 6 hour session) \$30 + \$50 deposit
 - e) Narthex \$130 + \$250 deposit

Usage Fees for Non-Members

- Weddings and Funerals if not part of a scheduled worship service
 - a) Sanctuary \$500 + \$250 deposit
Add \$150 for custodial services
 - b) Fellowship Hall and Kitchen \$750 + \$250 deposit
 - c) Wedding Package \$1,000 + \$500 deposit
Add \$250 for custodial services

*(Sanctuary, Fellowship Hall, Kitchen, Lounge and Blue Room)
(These fees are for building use only. Additional fees for staff apply.)*

- Baptisms, not part of a scheduled service \$200 + \$150 deposit
- Quinceaneras \$500.00 + \$150 deposit
Includes custodial fee
- Events requiring smaller venues
 - a) Green Room (up to 6 hour session) \$100 + \$165 deposit
 - b) Lounge (up to 6 hour session) \$100 + \$165 deposit
 - c) Classrooms \$45 + \$50 deposit
 - d) Blue Room or Library (up to 6 hour session) \$45 + \$50 deposit
 - e) Narthex \$200 + \$250 deposit

Note: Deposits are refunded if the rooms are returned in same condition in which they were initially rented.

Section 4 – Keys Needed for Building Usage:

- Any building and/or room keys needed for the event/s shall be obtained from the church office during regular business hours and be used in accordance with St. Mark's Key Use Policy. Keys shall be signed out and in for each event and will require a \$50 refundable deposit.

BUILDING FACILITY USE REQUEST/CONTRACT AND FEES

St. Mark's Member of Record _____ Non-Member _____

Name _____ Event _____ Date of Event _____

Sponsor for non-member _____ (must agree to be present during entire event, responsible for facility condition and cleaning/locking up afterwards)

Weddings and other events (itemize desired facility (facilities) using appropriate fee schedule from policy Section 3, circle as appropriate below)

	<u>Member//Non-Member</u>
a) Sanctuary	No charge
b) Custodian (<i>reqd w/ wedding, night or weekend funeral</i>)	\$150 .
c) Fellowship Hall and Kitchen	\$200 + \$250 dep. // \$750/\$250
d) Wedding Package <i>(Sanctuary, Narthex, Rehearsal, Fellowship Hall, Kitchen, Lounge, and Blue Room)</i> <i>(Custodian is \$250. Other fees are for space only. Additional fees for staff apply.)</i>	\$400+\$450 dep. // \$1,000+\$500 dep.
e) Quinceanera (members only)	\$350+\$150 dep. // \$500+\$150 dep.
f) Green Room (up to 6 hour session)	\$70 + \$165 deposit // \$100/\$165
g) Lounge (up to 6 hour session)	\$70 + \$165 deposit // \$100/\$165
h) Classrooms	\$30 + \$50 deposit // \$45/\$50
i) Blue Room or Library (up to 6 hour session)	\$30 + \$50 deposit // \$45/\$50
j) Narthex	\$130+\$250 dep. // \$200+\$250 dep.
k) Floral arrangements	_____
l) Narthex	\$130+\$250 dep. // \$200+250 dep.
m) Other (specify) _____	_____
n) Other (specify) _____	_____

Total fee: _____ Total deposit: _____

Total amount due at time of reservation request: _____

(Note: fully refundable unless St. Mark's incurs expenses prior to cancellation (e.g. flowers, pre Cana materials, etc.)

The undersigned acknowledges the rules and responsibilities governing the use of St. Mark's facilities as outlined in the Building Use Policy and agrees to return the facilities used in the same or better condition than when used. The undersigned will use the St. Mark's Facilities Usage Condition Checklist and by signature or initials on that form accepts the facilities in the noted condition. The undersigned acknowledges responsibility for securing the facilities (locking all external doors) upon completion of his/her event and will notify the emergency POC if anything prevents this from being done.

Signature _____ Date _____

Church use only:

Request approved by: _____ Date _____

Inspection completed by _____ Date _____

Note: return copy of approved request to requestor which will serve as confirmation.

St. Mark's Facility Usage Condition Checklist

Room: _____ Date: _____

	Pre Event Condition	Post Event Condition	Remarks
Walls (incl ceiling)			
Flooring			
Furniture			
Chairs			
Tables			
Easels			
Lights			
A/V Equipment			
Television			
Sound System			
DVD Player			
Thermostat			
Other (list)			

Instructions: St. Mark's representative will complete column 2, "Pre Event Condition," describing briefly any issues noted. You should review this and make any additional notes prior to your event to accurately document the condition of the room for which you are taking responsibility.

At the completion of event, especially should something happen, please note that in the "Post Event Condition" column and amplify in remarks. Be sure to return this to the St. Mark's office the next business day. Your deposit cannot be returned until we have this form and verify facility condition.

Thank you,

St. Mark's Office Staff