



## Building Use Policies

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Prepared and Revised by LWLC Property Team  
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LWLC  
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# Living Waters Lutheran Church Building Use Policies

## Mission Statement

Our mission is to live the WATERS life:  
Worship, Authentically love, Teach  
Empower, Reach, and Serve

### WELCOME TO THE USE OF THE LIVING WATERS FACILITY

WE, AT LIVING WATERS, GIVE THANKS TO GOD FOR THESE BUILDINGS AND GROUNDS WE CALL HOME TO OUR CONGREGATION. WE WELCOME YOU TO CONSIDER USING PORTIONS OF OUR FACILITY AND/OR GROUNDS UNDER THE FOLLOWING GUIDELINES, POLICIES AND RENTAL FEES.

THE FIRST STEP IN SECURING USE WOULD BE TO CHECK WITH THE OFFICE STAFF ON SPACE AVAILABILITY. OF COURSE, ALL FUNCTIONS RELATED TO THE WORK OF THE CONGREGATION WILL HAVE PRIORITY FOR FACILITY USE.

IF YOU ARE INTERESTED IN THE USE OF ANYTHING NOT OUTLINED IN THIS PUBLICATION, PLEASE CONTACT THE CHURCH OFFICE AND OR THE LIVING WATERS PROPERTY TEAM.

OUR PRAYER IS THAT THE USE OF THIS FACILITY WILL BE RESPECTFUL WHILE SERVING THOSE WHO USE IT WELL.

THE LIVING WATERS LUTHERAN CHURCH COUNCIL

### Fees Cont. (Equipment Fees)

Other Kitchen Items	Based on usage
Catered Meals (garbage fee)	\$30 per event

### Custodial Fees

All fees on the previous page include the price of utilities and custodial fees except for funerals, weddings, and large receptions.

- Weddings – See complete list of fees in the “Wedding Policies and Procedures”
- Funerals \$0 for Members and \$150 for Non members
- Dinners – Luncheons – Workshops - and Seminars  
When sponsored by an outside group the fee is \$150 per day.

All other custodial fees are charged at \$25/hour

### Musical Performances

Member student recital fees: \$25 plus clean up

Non-members student recital fees: \$100 plus clean up

Performances by professional musical groups shall be \$250 per event. Groups defined as “professional” are those who charge admission.

### Capacity of Space

	Round (6)	Rectangle (10)	Chairs Only
Sanctuary	-----	-----	150
Fellowship Hall	48	80	100
LLC	75	150	180
Classroom E	24	40	50
Classroom F	12	20	25
Classroom G	12	20	25
Room of Hope	Not Rented out		

Round (6) -- indicates the type of table and number of chairs

## Fees for Space

<u>Space</u>	<u>Fee</u>
Sanctuary *	Members: \$0 (Donation) Non-members: \$200
Fellowship Hall * (back of Sanctuary)	Members: \$0 (Donation) Non-members: \$200 Includes outside groups. (Does not include kitchen use.)
Life and Learning Center *	Members: \$0 (Donation) Non-members: \$200 This includes outside groups. (Does not include kitchen use.)
Fellowship Hall Kitchen	Members: \$25 Non-members: \$50 4 hour maximum
Life Learning Kitchen	Members: \$25 Non-members: \$75 Kitchen ONLY Up to 4 Hours, \$15/hour after 4hrs
Classrooms (LLC)	LWLC Ministry: \$0 Classrooms E, F, & G Classroom D open (June, July, Aug) Members and Non-members: \$25 (1-4 Hours) \$6.50/hour after 4hrs After 7:00 pm \$10.00/hour.  If E and F are signed up together \$35 for 1-3 hours - \$10/hour after 3hrs

\* See "Wedding Policies and Procedures" for all wedding questions

## I. General Policies:

1. USAGE: All usage shall require a completed "**Building Use Application**" (see separate form) and proof of renters insurance both will be reviewed for approval. Priority for approval shall be based on: a) scheduled congregational events, b) congregational sponsored activities, c) non-profit organizations and d) general usage.

All applications must be reviewed annually.

2. FEES: All usage fees must be paid at the church office in advance.

3. DAMAGE DEPOSIT: (**FOR PROFIT GROUPS ONLY**)  
To protect and ensure the safe keeping of all church property, groups using the church facility will submit to the church office a damage deposit. The damage deposit will be a minimum of \$200.00. All damage deposits will be held and not cashed. This deposit will be held for five (5) days past the end of the usage period and may be picked up by the person or organization using the facility. If the property has been left in satisfactory condition - see user's responsibilities - the check will be shredded. Users will be liable for damages over and above the deposit.

4. USERS' RESPONSIBILITIES: It is every user's responsibility to leave the area of the building used by them or their group as clean and as neat as they found it. Chairs, tables, and equipment must be returned to its original place. Custodial charges of \$25/hour apply to extra clean up.

5. CHURCH FURNISHINGS: It is the general policy that no church furnishings will leave the church premises. Due to damages caused by transportation of classroom, fellowship hall, or worship space tables and "padded folding chairs" these are not available for usage except for "official" church functions - example "Bible Study" or "Fellowship Event" advertised in the church publications.

All electronic, AV and sound equipment, mics, etc not available for rent.

The church has 36 steel folding chairs and 4 tables that are stored in the garage that may be used (by members only). Arrangement for transportation and pick-up including obtaining a “garage key” and loading is responsibility of the member using these items.

This usage is for 1-3 days only.

Church tent not available for use or rent.

6. **ENERGY CONSERVATION:** All groups are asked to be sensitive to energy conservation. Use only necessary lights, and be sure to turn off lights when leaving the building. Thermostats may not be adjusted.

7. **BUILDING SECURITY:** Living Waters Lutheran Church only has limited custodial services so arrangements must be made for opening and closing the building if you or your organization will be using the facility during hours when church staff is not present.

8. **KITCHEN:** For use of the kitchen at Living Waters, please refer to the “Kitchen Guidelines at Living Waters” which are available upon request. (Document in Progress)

9. **ALCOHOL, SMOKING, and DRUG USE:** Living Waters Lutheran Church is a smoke-free and chemical free environment, smoking is prohibited in all buildings or on the property. Smoking may be done “in your vehicle” but refuse must be deposited in the vehicle’s ash tray. Alcohol consumption is controlled. Any alcohol consumption must receive approval by the property team. Drug usage is forbidden anyplace on the property.

#### 10. MOVEABLE WALLS

With prior arrangements, “Temporary walls”, Screenflex or the divider walls in the classrooms may be used with normal care. Church personal will be happy to assist with wall placement.

11. **FOOD AND BEVERAGES:** Food or beverages should be contained to designated areas. These areas include Fellowship Hall, classrooms, and other gatherings spaces. Meals should be eaten at tables in the Fellowship Hall, LLC, or in classrooms whenever possible. Please respect the Worship Area as a “non-eating” area. Recycling is encouraged in the kitchen areas.

12. **CANCELLATIONS:** The church council reserves the right to cancel all usage agreements at any time without prior notice.

13. **LONG TERM BUILDING USE:** All contracts must be negotiated with the church council. The negotiated cost will be determined on space needed, frequency, and use and set-up required. All contracts will be reviewed annually.

## II. Rates for Usage

Fees on the next page will be separated by members or non-members. All areas that are rented out must be used properly and respected for their religious space.

Note: Rearranging chancel furnishings is not permitted unless pre-arranged and done under supervision of Living Waters staff. Piano may NOT be moved or a \$100.00 tuning charge will be applied.