

BUILDING USAGE POLICY  
FIRST LUTHERAN CHURCH  
Akeley, MN  
(218) 652-3335

1. The use of Church facilities must be in the Church interest. Activities detrimental to the purpose of the Church or for private gain will not be allowed in the building.
2. Members: First Lutheran Church members will not be charged for use of the church facilities. Use must be family, community or church oriented and consistent with church and family values and community needs. The use of wine, consisting of a toast as part of a special dinner would be acceptable. If appropriate, a donation to cover expenses would be appreciated.
3. Non-members: A donation to cover expenses would be appreciated. Use must be family, community, or church oriented and consistent with Church and family values. Alcohol use is not permitted on church grounds. There will be a \$75. Damage deposit charge, refundable if the building is cleaned according to listed standards.
4. Non-Profit Organizations: Will not be charged a damage deposit.
5. Scheduling: A request for building usage will be picked up at and returned to the church office. The request will then be passed on to the Pastor or the Congregational President for approval. If a request for building usage would involve more than a single day or multiple use, that request would need to be approved by the congregational council. All requests will be brought to the attention of the church council and posted on a calendar in the narthex. If a member and a non-member request the same date, the church member's request will take preference. Once a request has been approved, that person or family has that particular date regardless of member status. It is possible for more than one event to occur at the same time. For example, a meeting in the library would not necessarily conflict with a dinner celebration. It is the user's responsibility to obtain any additional help that might be needed in the kitchen, etc.
6. Responsibility: All activities must have competent adult supervision. A responsible person is to be designated who will be responsible to see that the requirements of this policy are complied with. This will be indicated by that person's signature on the bottom of this form. The user is liable to personal injury or property damage.

7. Inappropriate use: All local and/or state ordinances and laws pertaining to the use of the building must be observed. Smoking is not permitted on Church grounds. Fundraising events involving raffles are not allowed. The kitchen is equipped for baking, boiling, roasting, etc. but not set up (vented) for fish or steak fry dinners.
8. No posters or flyers are to be posted by individuals or groups. The office assistant will post all posters and flyers in the building. Any group desiring to advertise their activity with posters/flyers must bring a supply to the church office for the office assistant.
9. Equipment: Approval is required for all equipment brought into the building by an individual or group. NOTE: A listing is required. See #12.
10. Clean up and closing: The person in charge of the event shall be responsible for cleanup; garbage in plastic bags and removed from premises; floors should be vacuumed; dishes and utensils washed and put away. Tables shall be washed and chairs placed upside down on the tables. This applies to both members and non-members that use the church for any purpose. The damage/clean-up deposit may be forfeited if clean up is not done. The facility must be returned to its original order. Damaged or destroyed property must be replaced or repaired by the user. Leave the area you are using as clean or cleaner than the facility was found.
11. Doors and windows, etc.: All doors are to be locked, all windows closed, all lights turned off, and the heat turned down (as instructed) at the conclusion of your usage period.
12. First Lutheran fellowship/learning center will be used for:  
  
Purpose:  
  
Date:  
  
Hours:  
  
Approximate number of people attending this function:  
  
List here any equipment that you will be bringing into the building:

I have read the above and agree to the conditions as set forth:

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
My phone number

\_\_\_\_\_  
Request approved

\_\_\_\_\_  
Request not approved

\_\_\_\_\_  
Church Pastor or Council President

\_\_\_\_\_  
Date