

**EMMANUEL LUTHERAN CHURCH**

**EMMANUEL LUTHERAN FACILITY USE  
POLICY AND PROCEDURE**

**APPROVED BY THE CONGREGATION COUNCIL**  
**October 9, 2018**

**PURPOSE**

This Policy and Procedure was developed to create guidelines to permit use of the church facilities for various functions and events. The Congregation Council reserves the right to revise, modify, or cancel this policy and procedure at any time.

**EVENTS AND FUNCTIONS THAT CHARGE FOR ATTENDANCE OR PARTICIPATION OR SELL A SERVICE OR PRODUCTS**

These types of Events and Functions may be permitted subject to the following conditions:

1. The Event or Function must be sponsored by one of Emmanuel Lutheran's Standing Committees.
2. Prior to approval of such an Event or Function, the sponsoring Standing Committee must brief the Congregation Council during one of its regularly scheduled monthly meetings.
3. The Event or Function will not disrupt or interfere with any other Church activities. The Church event/function calendar must be checked which is located in the Church Secretary's office.
4. The Congregation Council must approve the Event or Function prior to it being scheduled.
5. The Event or Function sponsor must remit to Emmanuel Lutheran Church at least two (2) weeks prior to the Event or Function the "Church Usage Fee" specified in the "Church Usage Fee" schedule developed by the Emmanuel Lutheran Church Finance Committee. The Finance Committee will update the "Church Usage Fee" schedule on an annual basis.

**NONPROFIT ORGANIZATION EVENTS AND FUNCTIONS**

These types of Events and Functions may be permitted subject to the following conditions:

1. The Congregation Council must approve the Event or Function prior to it being scheduled.
2. The Event or Function will not disrupt or interfere with any other Church activities. The Church event/function calendar must be checked which is located in the Church Secretary's office.
3. No fees will be charged.

## **PERSONAL EVENTS OR FUNCTIONS**

Personal Events and Functions are defined as non organizational family events and functions such as Wedding/Baby Showers, Family Reunions, Weddings, Funerals, or other family type events or functions not mentioned here. In all cases of the events or functions, a participation or attendance fee cannot be charged.

These types of Events and Functions may be permitted subject to the following conditions:

1. The Event or Function will not disrupt or interfere with any other Church activities. The Church event/function calendar must be checked which is located in the Church Secretary's office.
2. The Event or Function sponsor must remit to Emmanuel Lutheran Church at least two (2) weeks prior to the Event or Function the "Church Usage Fee" specified in the "Church Usage Fee" schedule developed by the Emmanuel Lutheran Church Finance Committee. The time frame specified in this paragraph for payments applies to all events and functions, except in cases of funerals. The Finance Committee will update the "Church Usage Fee" schedule on an annual basis.
3. "Church Usage Fees" will be reduced for Emmanuel Lutheran members who request to schedule an event or function that is for their immediate family member. Immediate family member is defined as self, spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or step-grandchild.