

**St. Marks Lutheran Church
Of the Irish Hills
11151 U.S. 12
Brooklyn, MI. 49230**

PURPOSE:

This document is intended to define procedures for the usage of the St Marks Church building and its surrounding property. With Noted exception, these procedures apply to Parish and non-members alike. The procedures are prepared with the sole intent to eliminate confusion and avoid future scheduling conflicts. These procedures do not apply to groups like AAL, LB, AA, TOPS, etc., which have a separate agreement.

The procedures are prepared in accordance with St Marks By-Laws of the Constitution, (Article VII - Section 4, paragraphs 4, 7, 8, and 8I) and by discussion and approval of the regular Voting Assemble 4/22/91.

St. Marks Lutheran Church and its properties belong to its membership. A member in good standing is one who attends regularly, and contributes to the Mission and operation of the Church.

GENERAL POLICY:

Special Activity Coordinator.

The Special Activity Coordinator maintains all non-Worship Service usage of the St. Marks Building and Property. The coordinator is selected at a regular voters meeting and approved by the Board of Trustees. The coordinator is responsible for the scheduling of the property, distribution of usage information, the collection of Rental and cleaning fee's. The name of the coordinator is posted on the bulletin board in the Narthex.

Usage:

Special usage of the Church and property is expected to be scheduled at least six (6) weeks prior to the event. A lesser time interval can be scheduled if the facility is available, and will be left up to the discretion of the Coordinator. At this time, the date and time of usage must be provided, along with the required fee's. Multiple usage of the property will be permitted provided that adequate cleaning time exists between the events, or the events are held in separate areas of the property.

Fee's:

Payment of the Usage Fee and Cleaning Fee is required at the time an event is scheduled. The Usage Fee is charged to pay for the normal wear and tear and utilities.

Fee's are refunded only should the event be cancelled more than 48 hours before the event. In the event of an excessive amount of cleaning, the renter's may be charged an additional cleaning fee based upon the time it took to get the facilities back into appropriate condition. The Fee Structure is as follows:

Location	Fee's	
	Member	Non-Member
Sanctuary	\$60	\$100
Basement incl. Kitchen	\$70	\$140
Pastor Prough Room	\$20	\$40

SANCTUARY USAGE:

The Sanctuary is to be used only by St. Marks membership, or is up to the discretion of the Pastor. The Sanctuary will be used for regular and special Worship Services, private Baptism and Communion Services, family Weddings, family Funeral Services and by Church functions or groups which participate in the above Services.

The Sanctuary light switches are located on the north wall of the Narthex. Please be sure all doors are shut and lights are turned off before leaving.

Two rest rooms are located upstairs in the Chapel at the north end. The Chapel lights are located on the north Chapel wall. Please be sure that all rest room lights and Chapel lights are turned off before leaving.

No rice or helium balloons are allowed to be used. Bird seed is not recommended as it can become very slick when wet. Helium balloons often find their way to the top of the Sanctuary and become entangled in the ceiling fans. Unless you are unafraid of heights and a good climber, please refrain from using balloons☺!

BASEMENT USAGE:

Parish members and non-Parish members may use the basement area.

Classroom curtains may be moved with care. They must be returned, with care, to their original position.

Tables and chairs may be moved to meet your event. However, they must be returned to their exact location prior to leaving. If tables and chairs are to be moved, please use the table and chair carts, these work very well, tables no longer need to be lifted. If the tables do need to be lifted, please lift & carry, and do not drag across the floor.

A map of the basement is posted on the wall near the kitchen. The map will assist you in returning the tables and chairs to their correct location.

Classroom cabinets must remain off limits. The cabinets must not be moved or its content removed or played with.

A light switch is located inside the door next to the entrance. The remaining lights are located outside the kitchen west wall. Please turn off lights prior to leaving.

Kitchen items may be used provided a fee is paid for wear, tear and replacement. The kitchen may be used for cooking, food warming, and the refrigerator for cold storage. If you plan to cook, it must be limited for small events. You may use the dishes, silverware, coffeepot, and other utensils provided they are washed prior to leaving.

Two rest rooms are located in the upper part of the basement area to the right. The closest door is the Ladies room, the other being the Men's room. Please check the lights prior to leaving.

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Please confine your event to the area you have rented.

The Telephone in the Church Hall is for Emergency, local and incoming calls only! The number for this telephone is 517-467-4576.

Church Rental Agreement

I (we) agree to the above conditions and wish to use the:

Sanctuary (YES / NO)

Basement (YES / NO)

The Kitchen (YES / NO)

On (MO/DAY/YEAR) _____ for the hours of _____ until _____

Received from:

Name: _____

Address: _____

Phone Number: _____

A Fee of _____ dollars

Please Write ONE Checks For Rental Fee:

Checks should be made out to: St. Mark's Lutheran Church

Date: _____

Signed _____

Renter... Please sign and return this page ONLY with your check or money order, once we receive your payment, a church representative will sign this and return a copy to you, for your records. Thank you.

For church use only:

Date Payment received & check number: _____

Church Representative Signature: _____

Copies: Church Secretary, Trustee, and Renter