

BUILDING POLICIES

St. Paul Lutheran Church

1120 N 8th Ave, Winterset, IA 50273

515-462-4270 | office@stpaulchurch.net | Effective 1/1/2022

General Church Usage:

St. Paul Lutheran Church is the Lord's house. The intent of the church facility is a place for God's people to gather to worship, praise, and glorify God. As this is the intended use of the church, members and guests are expected to respect the Lord and therefore respect God's house.

- This is a smoke, alcohol, and drug free environment. There should be no use of alcohol, drugs, or tobacco products in the building or on the grounds. Exceptions for alcohol may be permitted for special events with the approval of the Executive Committee.
- Pets (with the exception of service animals) are not allowed in the building.
- Hover boards, roller skates or skateboards are not allowed in the building.
- All weapons are prohibited on St. Paul's property.
- Running or loud commotion is discouraged anywhere in the church.
- The tables in the fellowship hall and classrooms as well as the kitchen counters should not be used as chairs.
- The church is not responsible for loss or damage of personal property.
- Damage to the church building or its contents must be reported immediately to the church office. 515-462-4270.
- Nails and tacks should not be used on walls.
- Balloons cannot be used in the church building as they interfere with our fire alarm system.
- Contact the church office before making any decorative changes to the building or purchasing decorative items for the church.
- Furnishings within the church are church property and shall not be removed from the building unless a specific lending policy exists. These items include, but are not limited to, tables, chairs, linens, decorations, sound equipment, kitchen utensils, dishes, carts, and ladders.
- Contact the Property Committee Chair before making any changes or additions to the church building, equipment, or grounds.
- Any group or organization desiring to use the church building or grounds must submit a Facility Use Form for approval.

Use of the Church Building for Events:

Church related activities will take precedence over non-church related functions. It is also imperative that the building is used for events that are consistent with the moral standards of the Lutheran Church. As such, anyone desiring to use the church shall provide a brief description of the activities proposed. If there is concern regarding the proposed activity, additional information may be requested. Church personnel reserve the right to refuse the use of the church to any individual or group.

- Contact the church office to check availability and to schedule events in the church.

- The Facility Use Form/Wedding Reservation Request Form must be submitted and fees/deposits must be paid according to the fee schedule. Please see the “Fees for Church Usage” section for more details.
- General cleaning of all areas used after the event is the responsibility of the renter. The deposit will be returned in full if
 - areas in use are cleaned
 - there is no damage to the property
 - all items are returned to their proper place
 - all garbage is removed
- If the areas are not cleaned satisfactorily or not returned to their original state, additional custodial costs will be deducted from the deposit.
- Damage to the building or the property must be reported immediately to the church office (515-462-4270). Costs to complete repairs will be at the cost of the renter. The renter will be billed the difference when the damage totals more than the deposit.
- If canceling two weeks or more before the event, the full deposit and rental fee will be returned. If cancellation occurs less than two weeks before the event, only the rental fee will be returned.

Fees for Church Usage:

St. Paul Church Events: General church usage expectations must be followed. General cleaning after the event is the responsibility of the renter/organizing member.

Non-St. Paul Church Events: Events that are non-St. Paul Church events are divided into 3 groups:

- Group A: Member or Active Non-Member Personal Event which includes receptions, graduation receptions, anniversaries, confirmation dinners, wedding or baby showers, etc. Member weddings are covered by a separate policy that can be secured from the Church office.
- Group B: Nonprofit public service programs or events whose objectives are deemed by the Pastor or Church Council to complement the mission of St. Paul Lutheran Church.
- Group C: Non-Member Personal Event for nonprofit purpose.

Under no circumstances will St. Paul Lutheran Church allow the building and property to be used for the following:

- Partisan political groups
- Groups operating for commercial gain
- Organizations whose activities are in conflict with the mission of St. Paul Lutheran Church.

Groups A & B: A Facility Use Form (found at the end of this document) must be submitted to the church office. **No fees will be assessed, however donations will be graciously accepted.** The renter will be liable for damage.

Groups C: A Facility Use Form (found at the end of this document) must be submitted to the church office. Fees will be assessed according to the following fee schedule. All fees and damage deposit must be paid before the event, or the church may not be utilized

for the specific event. The deposit will be returned in full if there is no damage to the facility and fees have been paid.

Fee Schedule

	Group C
Damage deposit	\$100
Classroom	\$20
Kitchen	\$75
Fellowship Hall	\$75
Sanctuary	\$50
Sound system and/or projector	\$50
Custodian (200+ people)	\$50
Wedding	(See Wedding Policy)

Specific Cleaning Instructions

General cleaning is the responsibility of the renter. Cleaning supplies and cleaning directions are found in the southwest corner of the back storage room. If not completed, the renter will no longer be able to use the facility until a \$100 cleaning fee is paid.

Classrooms

- After use, the rooms shall be picked up, garbage properly disposed of, and chairs/tables placed in an orderly fashion.
- Nails and tacks shall not be used in the walls.

Fellowship Hall

- Tables shall be wiped down with mild soapy water and dried. No abrasive cleaners should be used.
- If tables and chairs are rearranged for the event they shall be returned to their original order.
- The Fellowship Hall floor should be swept and all spills wiped up. The floor should be clean when finished.
- The audio-visual equipment and musical instruments are to be used only by members of the Communications Team and St. Paul musicians. Contact the church office if they are needed.

Kitchen Usage

When using the kitchen for any purpose, the following procedures should be followed to ensure that the kitchen will be kept clean and sanitary.

- All counter tops, stovetops, microwave ovens, refrigerator door and sinks are to be washed with mild soapy water and dried. No abrasive cleaners should be used.
- All spills in the refrigerator and ovens are to be wiped up with mild soapy water.
- Remove any leftover food immediately or label for what purpose/event it is being saved.
- Rinse out the coffee carafes.
- All dishes should be washed, dried, and put away where they were found.

- Kitchen floor should be swept and all spills wiped up. The floor should be clean when finished.
- If there is any food, or a significant amount of garbage, please arrange to take your garbage with you. New garbage bags can be found under the sink, and should be placed in the garbage cans.
- Dishcloths and towels that were used should be gathered and taken home to be laundered. Return the dishcloths and towels promptly, leaving them above the coat rack in the entry way.

Rest Rooms

- Please wipe off sink counter and ensure all trash is in the waste bin.

Sanctuary

The intent of the sanctuary is a place for God's people to gather in worship and praise. The sanctuary may also be used for larger groups.

- The use of food and beverages in the sanctuary is discouraged without prior permission. Items required for church services are exempt.
- The audio-visual equipment and musical instruments are to be used only by members of the Communications Team and St. Paul musicians. Contact the church office if they are needed.
- During scheduled events, the sanctuary shall not be used except for activities that are specifically scheduled for the sanctuary.
- The sanctuary shall be left in the same condition as it was found.

Chapel

The intent of the chapel is to provide a quiet place for prayer and meditation. It is open 24 hours a day for use by everyone. The chapel is maintained for these uses even during scheduled activities within the church.

- During scheduled events the chapel shall not be used except for quiet prayer and meditation. The exception is an activity which is specifically scheduled for the chapel.
- The chapel shall be left in the same condition as it was found.

Lost Items

- Please do not leave any food or other items in the refrigerator or freezer unless approved by the office.
- Any items (bowls, serving trays, etc.) left behind after the event will be placed above the coat rack for a period of one week. At that time, they will be disposed of or donated to a charitable organization.

Accessing/Closing/Locking the Facility

- Please stop into church office the day before your event to pick up a key. Upon leaving, all doors to the fellowship hall (includes the chapel door to the fellowship hall) should be locked. The outside door to the entry way remains open, as does the entry door to the chapel. In addition, all lights should be turned off. There is one light that is high up in the chapel tower that stays on, but that is not accessible by you, and ALL other lights should be

turned off. The key should be placed in an envelope with 'renter's name' slid under the office door where no one can reach it.

- If you have any problems, contact the church secretary, Traci at 515-238-2161, Jacque Mohs at 515-468-1899 or Pastor Ioan at 515-419-5224.

St. Paul Lutheran church – Facility Use Form
 1120 N 8th Ave, Winterset, IA 50273
 515-462-4270 • office@stpaulchurch.net

Please complete this form and return to the church office. No event will be scheduled until this form is completed and all payments (if applied) are received. If you have any questions, please contact the church office.

ORGANIZER/RENTER INFORMATION: Indicate Group A Group B Group C

Organization: _____

Individual/Contact Person _____

Email Address: _____ Mobile Phone #: _____

Physical Mailing Address: _____

**EVENT INFORMATION - utilized for all events other than wedding.
 (For weddings, please request/utilize Wedding Policies Form)**

Type of Event: _____

Day and Date Requested: _____

Time of Event: _____ Total Expected Attendance: _____

Space(s) and Equipment Needed: _____

Catering: If desired, contact the church office for details.

FEES	Group C	Requested
Damage deposit	\$100	<input type="checkbox"/>
Classroom(s)	\$20/each	<input type="checkbox"/> ___ #
Kitchen	\$75	<input type="checkbox"/>
Fellowship Hall	\$75	<input type="checkbox"/>
Sanctuary	\$50	<input type="checkbox"/>
Audio-visual system	\$50	<input type="checkbox"/>
Custodian (200+ people)	\$50	<input type="checkbox"/>
TOTAL FEES		

Please sign below to acknowledge having read and agreed to the building use policies.

Name _____ Today's Date: _____

FOR OFFICE USE ONLY

Deposit received __Y __N Date: _____ Receipt given __Y __N
 Fees received __Y __N Date: _____ Receipt given __Y __N
 \$100 deposit returned __Y __N Date: _____ If no, reason _____

