

POLICY FOR THE USE OR RENTAL OF ST. JOHN'S LUTHERAN CHURCH FACILITIES

St. John's Lutheran Church, 52233 Range Road 221, Sherwood Park, Alberta (Ardrossan) owns a Church building which includes several meeting rooms and a government approved kitchen facility in its basement. These facilities are for the benefit of its members. Membership is defined in accordance with Article IV of the Constitution of St. John's Lutheran Church, September 19, 1999 issue.

The upstairs of the Church is used primarily for functions relating to Christian Worship, Weddings, and Funerals.

Costs for the rental of the Church Sanctuary is covered under the Wedding Policy and Cemetery Policy.

The downstairs meeting rooms are used primarily for educational purposes, meetings of the congregation and for social functions of the congregation including fundraisers. These rooms may also be used by individual members and in some instances by non-members for non-commercial functions.

1. There shall be **no** fee for the use of the facilities by its members for 'open' functions. 'Open' functions are those that are initiated by the Pastor, Church committees, Church Task Groups, Choir or the Youth Group to carry out the business of the Church or a member where the congregation is invited. Public invitation shall be made during the announcements of the Church Service. Certain restrictions will apply.
2. There shall be a fee for the use of the facilities by its members for 'closed' functions. 'Closed' functions are those initiated by a member and the congregation is not invited. Certain restrictions will apply.
3. There shall be a fee and a damage deposit for the use of the facilities by non-members of St. John's Lutheran Church. Only non-commercial activities will be accepted. Certain restrictions will apply.

Administration:

1. (a) There shall be a Property committee composed of a minimum of three members. The chairperson of this committee shall be the duly elected Church Council member responsible for the Property portfolio. The committee members shall be members of St. John's Lutheran Church.

(b) This committee shall be responsible to the Church Council under whose supervision it operates.
2. The rental or use of St. John's Lutheran Church facilities and any associated fees/damage deposits are managed by the Property Committee. Fees and damage deposits shall be reviewed on an annual basis.

Restrictions:

1. Rental or use of the facilities shall not interrupt the normal functions of the Church.

Reinhard Dunse
Chair, Church Council,

2. The use or rental may be revoked on relatively short notice if the Church is required for a Funeral or other Special Service that may be required.
3. External Caterers shall not be permitted. All arrangements for food services shall be done with the Faithful Helpers Circle.
4. Tables, chairs, dishes, cutlery, and especially the Chafing Dishes and burners shall not be rented out or removed from the Church.
5. No Smoking within the Church or the outbuildings.
6. Alcohol consumption within the Church is not permitted except for wine used for sacramental purposes or accompanied by a meal.
7. Use of the premise is restricted to the basement rooms, bathrooms, kitchen and outside facilities.
8. Clean up is required immediately. (Vacuum rugs, stack chairs, wash kitchen floor and bathroom floors, wash and put away dishes and cutlery, and haul away garbage.) Unsatisfactory clean up will result in loss of damage deposit.
9. All damages will be charged to the applicant.
10. Occupancy is limited to 150 persons (Fire Department Restriction)

Procedures:

1. The applicant may call the Pastor or any member of the Property Committee to determine the availability of the facilities for the requested date. The called party shall check the 'Board' to verify if the facilities are available for the requested date. The called party shall update the Board with the proposed function.
2. Request for the use or rental of the facilities must be in writing to the Chair of the Property Committee. The application should include a brief description of the proposed function. Adequate fees and damage deposits (if required) should be enclosed with the rental application. Cheques should be made out to St. John's Lutheran Church (Ardrossan).
3. The Property Committee may reject any application if it is not consistent with this policy and the approved practices and doctrines of the Evangelical Lutheran Church in Canada.
4. Applications that are not approved will be returned to the Applicant with any cheque that was issued.

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FEES:

The Fee Schedule is to be reviewed annually (**Date of last Review: Feb 20 / 2005**)

Rental by a Member or Church official or group for an 'open' function - no fee

Rental by Member for a 'closed' function - \$50.00 per day
No Damage Deposit

Rental by Non-member - \$100.00 per day
Refundable Damage Deposit \$175.00 (if clean-up acceptable and no damage)

All Fees are to be paid in advance by cheque made out to St. John's Lutheran Church (Ardrossan).

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Chair, Church Council,