

St. Timothy's Lutheran Church

*Inspired by God's love, St Timothy's Lutheran Church
welcomes everyone on a faith journey of renewal, growth and service.*

MEMBER GUIDELINES FOR USE OF ST. TIMOTHY'S LUTHERAN CHURCH

**825 – 51st Ave. NE
Columbia Heights, MN 55421
(763) 571-9721
admin@sttimothys-elca.org**

June, 2016

GUIDELINES FOR USE OF ST. TIMOTHY'S LUTHERAN CHURCH

St. Timothy's Lutheran Church is a building dedicated to the Glory of God. It is available for reservation by persons or groups that are part of the church family. A person or group outside of St. Timothy's church may request to rent space if available and if the event is consistent with the mission of the church.

We request that members and others who are granted permission to use the facilities treat them and the personnel involved in each event with the utmost respect.

It is the responsibility of the persons granted permission to use the facility to inform their guests and assist in the enforcement of the church's guidelines.

1. Persons using the building are reminded that the church and its facilities have been dedicated as a House of God – therefore all activities are to be conducted in a manner proper to the surroundings.
2. Any person or group wishing to use the church should contact the church office administrator to check availability of date requested. If date is available, obtain the guidelines sheet and fill out the reservation form.
3. The entire building is a SMOKE FREE environment.
4. No alcoholic beverages are permitted in the church or on the church grounds.
5. Groups with children or youth must provide adequate supervision for their activity –at least one adult per 10 children or youth.
6. It is the responsibility of the group's leadership to make sure the space is cleaned and straightened up (as they found it) before they leave.
7. Activities are to be confined to only those areas reserved.
8. Damage deposit, paid when making the reservation, is required to reserve a date. Please provide a self-addressed stamped envelope if you would like the check to be returned after the rental (provided there is no damage).
 - \$75.00 damage deposit is required to reserve a date for use of the Fellowship Hall, Kitchen, Board Room, Library/Media Room and/or Nursery.
 - \$300.00 damage deposit is required for use of building and grounds.
9. Special events requesting use of the entire church (except for the Montessori school area which is not available for rental) including church grounds and parking lot must be approved by Church Council or Executive Committee with the exception of weddings and funerals which are handled by the Pastor/office.

USE of CHURCH EQUIPMENT and KITCHEN

For MEMBERS to use church equipment, they must make arrangements with the office. The persons using the equipment will be required to repair or replace any equipment that is lost, damaged or broken.

A Free Will donation can be given for the use of church equipment.

Rental fees or free will donations received from the use of church facilities and/or church equipment goes into the General Fund (unless Council designates it elsewhere).

Church members that need to use the kitchen should make arrangements with the office to obtain a key and receive a list of Kitchen Helpers that are available (if needed) to assist with the use of the kitchen.

PROCEDURES for RESERVING DATE FOR USE OF CHURCH

1. Submit to the church office a *One-Time or Recurring Event Reservation Request Form** along with a check for the Damage Deposit, if appropriate (not required for funerals)
2. The Office Administrator (OA) will check availability of the date you wish to reserve.
3. If the date appears to be available, the OA will confirm with the Pastor's date book.
4. The OA or Pastor will notify you as to the whether or not your request is approved. You will also be notified of any fees required for your event.
5. Submit the fees, as directed, to the OA.
6. The OA or Pastor may inform Event Contact Person to contact any staff, church member or committee that would be affected by this event. Contact information will be provided.
 - *Households of Faith* teams (people that we can call upon for help with special events) may be asked for assistance if help is needed to complete this event.
 - *Kitchen Helpers* (people that we can call upon for help when an event plans to use the kitchen). There is a fee of \$5/per hour for each Kitchen Helper.

***One-Time Event or Recurrent Event Reservation Forms may be obtained from the Church Office.**

MEMBER FEE SCHEDULE

Make checks payable to St. Timothy's Lutheran Church except for custodian fees.

Sanctuary:	Up to 100 people	\$100.00
	101-200 people	\$125.00
	Over 200 people	\$150.00
Fellowship Hall:		\$75.00
Use of Kitchen:		\$25.00
Custodian (fees paid directly to custodian but may be left at office):		
Set up of Chairs & Tables:	0 – 50 Chairs	\$25.00
	51 – 100 Chairs	\$40.00
	Over 100 Chairs	\$60.00
Fellowship Hall without set-up and supplies:		\$30.00
If Kitchen Helpers are needed to serve:		\$10.00 per hour for each person needed
If Kitchen help is NOT needed to serve, there must still be 1-2 Kitchen Helpers to facilitate use of the kitchen and equipment.		\$5.00 per hour for each person
Other Rooms* – Board Room, Narthex, Narthex Kitchenette, Media Room or Nursery Room		\$10.00 first hour plus \$5.00 for each additional hour

***Note:** Rooms that are NOT available for use: choir room, youth room, church offices, tenant's rented rooms and the entire lower west wing that is used by the Montessori school as well as the school's playground area/equipment.

MEMBER FUNERALS and LUNCHEON RECEPTION

Contact Pastor or Church Office for 'Funeral Fees' sheet or other funeral-related fees, as appropriate.

Honoraria Accepted

St. Timothy's church volunteers will provide and prepare a luncheon including dessert. If family chooses to use a caterer (at their own expense), St. Tim's will provide dessert.

St. Tim's will provide servers/kitchen helper volunteers and custodian for all funeral luncheons.

Questions? Call the church office at 763-571-9721.