



SAINT MARK
Evangelical Lutheran Church

1 North Road
Circle Pines, MN 55014
763-784-2558
office@stmarkcp.org

FACILITY USE POLICY

St. Mark Lutheran Church is a place of worship, learning, and gathering, and all are welcome. We invite the use of our space within the parameters of the following guidelines:

Use of the Church Facility:

Requests to reserve/use the facilities or equipment are processed on a first-come, first-served basis, within the following priorities:

1. Official St. Mark Church activities.
2. Activities in direct furtherance of or consistent with St. Mark's mission.
3. Non-member/Community programs or activities which are consistent with the mission of the church.

Fundraising events for non-church sponsored groups will be permitted at the discretion of Pastor and/or Church Council.

All groups, including church teams and ministry areas, must reserve use of the facility. Requests for building use must be made through the church office where a master calendar of events is managed.

Non-member/Community groups must submit a **Facility Use Request form**, complete with contact person information.

Any questions or conflicts regarding the approved/assigned use of any portion of the church's facilities or any of its equipment will be resolved by the Church Council or Pastor.

Making Reservations:

The Church Office Manager and/or the Pastor must approve Facility use for one time or new non-church activities. Reservations are considered only tentative until the signed Facility Use Agreement is accepted. Organizations that meet regularly may make reservations one year at a time. The church calendar is done on a January through December basis.

Fee Schedule:

To further St. Mark as a place of worship, learning, and gathering, all weddings and funerals fees will be as follows:

Weddings

Sanctuary and Fellowship Hall	No Fee
Custodial	\$100
Musician/piano use/solo	\$100 (plus \$50 for rehearsal)
Pastor	\$250

Funerals

Sanctuary and Fellowship Halls	No Fee
Custodial	\$100
Musician/piano use/solo	\$100
Pastor	\$200
Lunch	\$2/plate

Assumptions:

- St. Mark Pastor presides at weddings and funerals, unless otherwise approved
- St. Mark musician leads music at weddings and funerals, unless otherwise approved
- All music must be approved by Pastor and musician at St. Mark

St. Mark members and St. Mark member-sponsored groups are invited to use our facility at no cost, within all other Facility guidelines. Building use for all other groups will be charged the following fees for use of the facility.

Room	Rental Rate
Sanctuary	\$250
Fellowship Hall	\$150
Kitchen	\$100
Classrooms (each)	\$75
Library	\$75
Lower level room	\$100

Responsible Person / Arrival:

Group leaders must arrive before their group participants. They should check in with the church office or staff as appropriate, do any set up they need to do and become familiar with locations of exits and fire extinguishers, etc.

Facility Set-Up:

Groups may be asked to do their own set up and take down of chairs and tables if the schedule is such that our custodians cannot do such set up and take down. The custodians are not on duty full-time. Please check with the Church Office for the custodial hours. There are no custodians available for Church Office holidays.

Use of Church Property / Equipment:

Equipment, such as VCRs, DVDs, movie screens, overhead projectors are available for use by organizations meeting in the church. Equipment must be run by qualified individuals and cannot be removed from the church or used outside unless for a church sponsored event at another location. Prior arrangements must be made with the church office for use of the above equipment by organizations or members. These organizations or members will assume full responsibility for any damage to equipment or property. There is a charge of \$20.00 per day for the use of each piece of audio-visual equipment for non-church groups.

Use of Office Equipment / Supplies:

Office equipment will be operated only by church staff or other authorized persons. The church must be reimbursed for any office supplies, telephone expense, or postage used by outside organizations or activities. The church shall not be responsible to provide such supplies for outside organizations.

Use of Kitchen:

The kitchen should be reserved as any other room in the church. Please see Kitchen Use Policy for additional guidelines.

Storage:

Storage space is very limited. Outside groups will not be allocated space for storage in the building, unless prior arrangements have been made and approved by the Property Committee.

Conditions for Use:

The Sanctuary shall be respected as a place of worship and shall be restricted to appropriate usage only, such determination being the responsibility of the Church Council.

- *Behavior* – St. Mark Lutheran Church is a place of worship, learning, and gathering. Anyone using the facility or property must insure that the behavior of the participants is in keeping with the overall mission of the church.
- *Tobacco/Alcohol* – Smoking is not allowed inside St. Mark Lutheran Church buildings. No alcohol or illicit drugs are permitted on the church premises at any time (except sacramental wine). No person under the influence of drugs or alcohol shall be permitted to participate in any function on church property.
- Unless permission is granted, use of tacks, nails, pins, or tape are not allowed for use on walls, pews, or woodwork.
- No food or beverages are allowed in the Sanctuary.

Clean-up and departing the Building:

Groups are expected to leave the facilities in good order:

- Return all equipment and furniture, including Sanctuary chairs, to their original locations.
- Clean up and properly dispose of any paper, pencils, music, etc.
- Wastebaskets must be emptied and trash placed in the dumpster near the shed behind the church. (Vacuum, broom and other cleaning supplies are available in the janitor's closet next to the men's restroom)
- Narthex coatroom must be picked up and hangers replaced neatly.
- Report any damage to the church office.
- Turn off lights and lock doors.
- If a meeting will last beyond 9:00 pm, groups need to make special arrangements with the Church Office.

If the custodial staff is required to spend extra time cleaning up after any groups or organizations, St. Mark will invoice that group accordingly.

Compliance with Facility Use Policy:

The Church Office Manager and Pastor will insist on compliance with this policy in determining the current or future use of Church facilities by any group or organization.



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Facility Use Request Form

Contact Information	
Name	
Street Address	
City, State Zip	
Email address	
Phone - Cell	
Phone - work	
Phone - home	
Are you a member of St Mark?	
How should we contact you?	
Use Request for	
Event or activity:	
Approximate Group Size:	
Start date/time	
End date/time	
Specific space(s) requesting	
Other information:	

I have received and read a copy of the St. Mark Lutheran Church Facility Use Policy, and agree to comply with this policy.

Renter Signature _____ Date _____

St. Mark Signature _____ Date _____