

RENTAL AND USAGE  
POLICIES AND FEES  
Grace Lutheran Church



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# GRACE LUTHERAN CHURCH

## Woodstock, Illinois

### Rental and Usage Fees

#### GENERAL GUIDELINES

In gratitude to God's blessings, Grace Lutheran Church is pleased to share its facilities with others. We envision our campus as a gift to the greater Woodstock community and desire it to be used to the glory of God.

Scheduled worship services and programs of Grace Lutheran take precedence over all requests.

Usage of facilities is for three hours unless otherwise arranged with the Administrative Secretary. It is understood that the rooms will be left as they were found, clean and in order. Groups using Grace Lutheran facilities are responsible for set up and take down of chairs and tables unless arrangements have been made at the time of the reservation.

Groups requesting the use of rooms at Grace Lutheran are to complete a "Building Usage Form" and submit to the Administrative Secretary at least fourteen (14) days before the event, though earlier submissions to reserve the space are encouraged. Fees are to be paid seven (7) days before the event.

Grace Lutheran invites groups and causes to use its facilities that support the "Statement of Purpose" as outlined in Chapter 4 of its constitution.

Special questions and concerns can be discussed with the Executive Committee of Grace Lutheran.

#### GROUPS ALLOWED TO USE THE FACILITIES AT NO CHARGE

All programs, events and ministries supported by Grace Lutheran.

Other congregations of the ELCA.

Other Christian Churches of the Greater Woodstock area.

Weddings, funerals and funeral receptions, baptisms and other pastoral acts conducted by the pastoral staff.

Golden wedding anniversaries.

Grace Lutheran members who request a special use of Grace Lutheran facilities for a limited time of less than 90 minutes, for no more than 12 people, with adult supervision, and in compliance with the above guidelines.

Other groups and events the Executive Committee deems acceptable to use Grace's facilities.

#### GROUPS REQUIRING A FEE FOR USAGE

For groups using the Grace Lutheran facilities, a \$100.00 security deposit is required seven (7) days prior to the use of the facility. The deposit will be refunded on inspection and approval of the Building Superintendent.

Grace Lutheran's liability insurance does not cover groups or functions, except the Service of Marriage, where a fee is being paid for the use of rooms and facilities. A Certificate of Insurance must be provided to the church office by the party using Grace Lutheran's facilities prior to the event.

The groups and events that require a fee for the use of the facility:  
 Service of Marriage for those who are not members of Grace Lutheran.  
 Receptions for Weddings, Baptisms, First Communion, Confirmation and related receptions.  
 Bridal, baby and related showers and receptions.  
 Private dinners, events and celebrations.  
 Community groups.

**USER FEE GUIDELINES**

<u>Area</u>	<u>Suggested Fee</u>
Classroom.....	\$25.00
Parlor	\$50.00
Kitchen	\$100.00
Grace Center .....	\$50.00 up to 75 people
\$100.00 over 75 people	
Outdoor Area	\$50.00
Sanctuary	\$100.00
Narthex	\$50.00
Luther Hall .....	\$50.00 recreational event
	\$75.00 non-sporting event
	and \$1.00 per each person
	over 75 people
Custodial services	\$25.00 per hour per custodian
	for additional services