

## 6.2 Facility Use

- Priority for facility use is as follows:

- o Groups or functions from within the congregation

- o Not for profit organizations or individuals

- o For profit organizations and non-member private functions (showers, parties, etc.)

- The Facilities Use Coordinator is designated as the official representative of the congregation in dealing with groups or individuals desiring to use church facilities. The Facilities Use Coordinator shall be responsible for scheduling the use of the facilities by internal or external groups, collecting fees and arranging for the opening and securing of the building.

- Church Facilities are to be treated with respect and left in the condition in which they were found. Areas designated for use are to be cleaned with trash taken to the dumpster and tables and furniture returned to its original location.

- All groups not associated with the church are to complete the Messiah Lutheran Church Room Rental Agreement (refer to Section 9). For profit organizations and individuals renting our facilities are expected to pay the required fee noted on the Room Rental Agreement Form. Not for profit groups and members of the church may make a donation to cover expenses if desired. Fees may be paid up to the day of use.

- No alcohol is permitted on the grounds with the exception of wine for services of worship that include Holy Communion.

- Equipment loans for off-premise use may be made to church members only with the consent of the Facilities Use Coordinator and are restricted to tables and chairs only. Equipment shall be returned in good condition and within one week of borrowing.