

Effective ministry at Woodlake Congregation requires an efficiently managed church facility. This includes an efficient, fair, and consistent manner in which to allow church members and others to use our building. The hospitality extended to people who visit the church is a direct expression of the values embodied in the Gospel.

General Policies

Woodlake's building and grounds are available, when otherwise not in use, by volunteer, civic, and similar organizations. In addition, the facilities are also available for members' personal family events, such as parties and showers, wedding and anniversary receptions, and other celebrations.

The custodians will set up for each special event, open the church if necessary, and clean after the event. Individual rooms have heat and air conditioning units available when needed. Also available upon request are microphones, podiums, overhead and slide projectors, TV/VCR/DVD players and screens. Church office facilities and services such as copiers, fax machines, computers, and staff time are not available. The church will normally not provide temporary storage space between events.

Woodlake is not responsible for the loss or damage of personal items during any events. Prior to the use of the building, some groups may be required to provide an insurance binder, based on group size, activities involved and frequency of events.

Groups and organizations requesting use of the facilities on a continuing basis, whether weekly or monthly, for more than three consecutive months must submit a Building Use Request form and receive prior approval from the Leadership Board. The board may approve such requests for up to twelve months, at which time a new Building Use Request form must be submitted for approval.

Expectations

The church facilities are often used by more than one group at a time. Therefore groups are asked to limit their activities to the space and times assigned and observe these conditions:

- Smoking is not permitted anywhere in the building.
- Food and beverages are not allowed in any of the classrooms.
- Children are to be supervised by adults at all times and are not to use other parts of the building.
- Items may not be nailed or stapled to the walls, floors or ceilings.
- Rooms shall be left in the same or better condition than when the event began.

It is the responsibility of any group renting space at Woodlake to report any damage to church property immediately to the church secretary either during the event or at its conclusion. Groups will be charged for any damage, additional cleaning, or other expenses incurred as part of their event.

Rental Fees

The following fees charged are for one-half (four hours) of a day. Fees for congregational members planning personal family events are discounted substantially.

	<u>Rental Fee</u>	<u>Member/Family</u>
Regular Classrooms	\$ 50.00	no charge
Rooms C&D or 3&4	125.00	30.00
Fireside Room	125.00	30.00
Fellowship Hall	225.00	75.00
Sanctuary	225.00	75.00

Rooms may be rented during the church's normal operating hours: Monday through Friday, 8:30 a.m. to 5:00 p.m.; Saturday, 9:00 a.m. to 5:00 p.m.; Sunday, 8:00 a.m. to 12:00 noon. Rooms rented outside those core hours will require the presence of the church's custodial staff at the rate of \$25.00 per hour, unless other church activities are scheduled at the same time.

In addition to the Fellowship Hall rental fee, a damage deposit of \$250.00 will be required for wedding receptions and parties for birthdays, anniversaries and the like. This will be returned in full or in part, depending on the extent of any damage incurred during the event.

Kitchen Use or Food Service

Groups planning to serve food or beverages will be limited to either the Fellowship Hall or the Fireside Room and must consult with Woodlake's Food Service Coordinator. Whether the food is prepared here or elsewhere, the event may require the supervision of the coordinator or another staff person at a rate of \$25.00 an hour, depending upon the extent the kitchen facilities are used. The coordinator is not expected to prepare or serve food or to clean the kitchen and equipment following the event.

If food or refreshments are to be prepared or served by Woodlake's staff, the Food Service Coordinator will establish an appropriate fee for the meal, in addition to the room rental.

The Fellowship Hall will not be rented for wedding receptions unless the bride or groom or their family are members of the congregation and the ceremony is held at Woodlake.

BUILDING USE REQUEST

WOODLAKE LUTHERAN CHURCH
7525 OLIVER AVENUE SOUTH
RICHFIELD, MINNESOTA 55423
612-866-8449

_____ Date of Event

From _____ To _____
Time of Event

From _____ To _____
Time in Building

Event _____ Attendance _____

Group or Organization _____

Contact Person _____ Phone _____

Address _____ City _____ Zip _____

Rooms Assigned _____

Furniture & Equipment _____

Fees: Room Rental \$ _____

Damage Deposit \$ _____

Meal Expense \$ _____

TOTAL \$ _____

Received on _____

Signature of _____ Date _____
Contact Person _____

Please sign and return this form with a check for the total amount due to reserve the assigned rooms.