



A congregation of the ECLA

BUILDING RENTAL POLICIES AND FEES

Woodlake Lutheran Church

Richfield, Minnesota

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 may help set up for each special event and open the church if necessary. 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 Request to Schedule Event 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 Request to Schedule Event form must be submitted for approval.



2020 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 or Ministry Partner</u>
Single Classrooms	\$50.00	Single use no charge monthly contracts per agreement
Double Classrooms	\$150.00	\$50.00
Fireside Room	\$200.00	\$50.00
Fellowship Hall	\$350.00	\$150.00
Sanctuary	\$350.00	\$150.00

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.

Sunday Rental of the Sanctuary is after 12 PM.

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 Business Administrator. 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 Business Administrator 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.



Expectations

Use of Woodlake Lutheran Church facilities requires permission from the Business Manager and is subject to these rules and 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 the expectations listed below.

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.

1. Users are expected to be aware of other events in the building and to be **courteous to other users**.
2. **Users are required to give a 72 -hour notice of change or cancellation to their reservation.** If notice is not given, a \$50 cancellation fee will be incurred. This notice of change and or cancellation must have the confirmation of a person (i.e. Business Manager, Office Manager and/or Pastor) and can be administered through email and or phone.
3. The **Security Deposit** (\$100 check payable to Woodlake Lutheran Church) is due at the time the agreement is signed. After each occurrence, if the space rented is left clean, set up per Maintenance Manager's instructions, no damage has occurred, and children have been appropriately supervised during the rental period, no adjustment will be made to the Security Deposit.
4. In consideration of the neighborhood, use of the facilities may not continue after **9:00 p.m.** Events must end by 8:30 p.m. with 30 minutes reserved for cleanup.
5. Items may not be nailed or stapled to the walls, floors or ceilings.
6. Food and beverages are not allowed in any of the classrooms.
7. Users are expected to leave the building within **30 minutes after conclusion of their event**.
8. **Keys will be issued to renters with an annual contract upon signing the Key Agreement and paying the deposit.** When a key is issued, the key is to be used only for the rooms in the contract or approved through the Church Office, not for any other rooms. Unauthorized use of keys will result in review of building use privileges.

9. All users must abide by the **Woodlake Lutheran Church Lock-Up Procedure** (see written procedure attached) if they are the last ones in the building and have a key. Failure to fulfill the commitment to this procedure can result in a \$100.00 fine and/or re-evaluation of building use privileges.
10. **Smoking, use or possession of alcohol, and use or possessions of drugs** (except for those prescribed by a doctor) are prohibited in the facilities and on the property.
11. **Adequate adult leadership and supervision must be present at all times during use of the facilities, including the parking lot.** Adults are required to be present before minors arrive and to remain until all minors have left the premises. If minors are not adequately supervised, some/all of the Security Deposit will be kept by Woodlake Lutheran Church.
12. Woodlake Lutheran Church Maintenance will have a standard set up for each room. Renters may move furniture for the duration of the rental time; however, it should be returned to the standard room set up after use. If additional assistance is desired, please list information on the Building Use Request Form at the time of the reservation.
13. **Users are required to leave the facilities in their original condition and to remove any leftover food from the event.**
14. The kitchen must be left in a **clean state**. A clean state in the kitchen (Fireside and Fellowship Hall) is floors swept and mopped. Counters, burners and all surfaces clear and sanitized. All food in refrigerator must be removed after the event. All food waste is removed and disposed of in the outside trash receptacles outside of the Northwest Doors.
15. **Use of the sanctuary sound system and audiovisual equipment may be available by only special arrangement.**
16. **Use of the organ, piano, and other musical instruments requires specific permission** by the Director of Worship and Music.
17. **No Woodlake Lutheran Church property (including furnishings, equipment, materials and supplies) may be removed from the facilities without specific permission** from the Business Manager and/or Office Manager and the completion of an **Equipment Use Form**.
18. Woodlake Lutheran Church is **not responsible for the personal property** of individuals or groups using the facilities or for property left on church premises by users of the facilities.

19. **Advertising or promotion** of events by users may not imply any endorsement or sponsorship by Woodlake Lutheran Church unless specific permission is granted.
20. Users are expected to comply with additional rules or guidelines that occasionally may be provided or **posted within the building**, including, for example, kitchen or nursery guidelines.
21. Any staff member or other representative of Woodlake Lutheran Church who is on the premises during use of the facilities has authority to enforce these rules and expectations.
22. Violation of any of these rules and expectations may be cause for **immediate revocation of permission to use the facilities**.
23. Woodlake Lutheran Church will make every effort to honor agreements for use of the facilities. Users will be notified as soon as possible if Woodlake Lutheran Church determines that the building must be closed or makes decisions that may affect use of the building.
24. At its discretion, Woodlake Lutheran Church may decline to grant permission for use of the facilities.
25. Woodlake Lutheran Church may withdraw permission for use of the facilities if, in its judgment, it deems cancellation is necessary due to unexpected circumstances.
26. Woodlake Lutheran Church may immediately revoke permission that has been granted if, in its judgment, the actual use varies from that represented in the request for use, has become incompatible with other events or activities at House of Prayer, or violates any of these rules and expectations.
27. Woodlake Lutheran Church has adopted other policies and procedures that may be relevant to the use of facilities, including, for example, those regarding protection of children, youth and vulnerable adults. Copies are available upon request.
28. Users with on-going contracts must provide a copy of **certificate of liability insurance** with Woodlake Lutheran Church as an additional insured on the insurance policy.
29. User indemnifies, holds harmless, and releases Woodlake Lutheran Church and its agents, officers, members, volunteers, and employees from and against any and all liability, claims, demands, losses or damages arising out of user's use of Woodlake Lutheran Church facilities and property.