

GUIDELINES FOR USE OF CHURCH FACILITIES

The facilities and equipment of the Lutheran Church of the Atonement are intended for the use of active members and organizations affiliated with Atonement. Since the terms under which the congregation engages its employees, such as custodians, do not include the duties involved in any special use of the church, Fellowship Hall, Kretzmann Hall, or the kitchen, the following regulations have been adopted:

1. Requests for reservations for the use of any of the facilities at Atonement must be made to the Church Office by the use of a facility rental/usage request form and approval of dates and times secured at least seven (7) days prior to the activity.
2. The congregation reserves the right to limit the use of its facilities by individual members, groups or non-members which conflicts with previously scheduled church and/or school activities.
3. Arrangements for wedding receptions and similar private gatherings of active members in Fellowship Hall or Kretzmann Hall are made through the Church Office. Fees are listed below in this Policy.
4. Use of Atonement facilities and/or equipment by non-members or other than active members must be approved by the Board of Properties. Use of Atonement facilities and/or equipment by active members for non-Atonement related event (e.g. sports programs not part of Atonement Church or School) must also be approved by the Board of Properties. If either of these type of activities are approved by the Board of Properties, the non-member fee schedule below applies to the event. Member fees apply to groups with an active member as leader.
5. Social events and meetings are not scheduled one half hour before, during or one half hour after public worship services of the congregation.
6. Festive events are not conducted on church property during the penitential season of Lent without prior permission of the pastor(s).

Active member and non-member (or non-active member) fees:

(Members who are not worshipping or communing at Atonement, nor contributing to the support of Atonement Lutheran will pay non-active member [inactive member] fees. Fees may be adjusted depending on the amount of set-up and clean-up required. Member fees take cognizance of the fact that member contributions are helping to maintain the facilities..)

FELLOWSHIP HALL	MEMBER FEES	NON-MEMBER FEES
Hall (First three (3) hours or any part thereof)	\$150.00	\$400.00
Kitchen (First three (3) hours or any part thereof)	\$100.00	\$200.00
Hall or Kitchen (each additional hour)	\$ 25.00	\$ 50.00
Make check payable to:	Lutheran Church of the Atonement for the appropriate amount	
Security Deposit:		
Make check payable to:		
Lutheran Church of the Atonement for:	\$300.00 *	\$500.00 *

KRETZMANN HALL (GYM)		
First one and one half (1 1/2) hours or any part thereof:	\$50.00	\$150.00
Each additional hour:	\$25.00	\$50.00
Make check payable to:	Lutheran Church of the Atonement for the appropriate amount	
Security Deposit:		
Make check payable to:		
Lutheran Church of the Atonement for:	\$300.00 *	\$500.00 *

FEES FOR ATONEMENT CUSTODIAL SERVICES (subject to fees from janitorial service)	Member and Non-Member Fees	
	General Cleanup	\$160.00
	Mop/Scrub	\$300.00
	Wax Kretzmann Hall	\$450.00

WEDDING FEES		
Pastor	Honorarium	\$150.00
		<i>Note: This fee is not necessary if the non-members utilize their own pastor</i>
Sanctuary Usage	n/c	\$600.00
Wedding Co-ordinator	\$100.00	\$100.00
Bulletin creation (up to 100 copies) <i>Couples provide their own bulletin covers</i>	\$30.00	\$30.00
Unity Candle	\$5.00	\$5.00
Guest Organist bench fee	\$30.00	\$30.00

* This check will not be deposited and may be refunded if the following criteria are met:

- No damage to building, equipment, furniture and/or fixtures has been sustained
 - Air conditioner / heat turned off before leaving building (if used)
 - Removal of all generated trash from the building and trash can liners replaced
 - Lights turned off, equipment returned to the proper location, and all doors locked
 - No tape or nails of any kind on walls, pillars, or ceiling, and ceiling tiles not punctured.
 - Fellowship Hall and/or Kretzmann Hall cleaned and returned to original state (if used)
10. Kitchen/refectory cleaned and returned to original state (if used)

This check will be held until the first working day after their event. Upon inspection of our facilities, with the above criteria met, the check will be mailed back.

7. Any and all charges listed must be paid in advance of date of use.
8. Approved by Church Council, September 7, 1985: No alcoholic beverages permitted at public functions.
 - a. Approval for exceptions to this policy may be granted for a specific occasion by the Church Council. Approval must be requested 60 days prior to the event.
 - b. At private gatherings (i.e. weddings, receptions) use of wine may be permitted. Permission given through the Church Office.
9. Those using the facilities should ensure that all persons attending any function should respect the property of the congregation. The premises shall be vacated by the times mutually agreed-to. (A certificate of insurance is required of organized groups from outside the congregation to use Atonement's facilities.)
10. The congregation reserves the right to make additional charges if any special requirements are made on the facilities equipment, or services used. Charges will be made for any damages to any of the property or equipment of the congregation.
11. The gymnasium and locker rooms in Kretzmann Hall will normally be reserved for use by Atonement Lutheran School between the hours of 6:30 a.m. and 8:30 p.m. on school days, with the exception of Atonement's morning walking group which meets between the hours of 8:15 and 9:00 a.m. on Monday Wednesday and Friday. **(Note: on Mondays and Thursdays the evening walking group will normally use the gymnasium from 6:00 pm. until 7:00 p.m.)** These facilities may be rented or used by other groups during the school day only with the approval of the school principal or, in the principal's absence, the assistant principal.
12. All groups using the gymnasium involving young people under the age of 16 require adult supervision at all times. The adult must identify himself or herself to the church or school office and promptly report any damage to the facility. The gymnasium may not be used by unattended children for "free play."
13. The Kretzmann Hall gymnasium is intended in large part for athletic use by young people. Nonetheless, the following precautions are to be observed:
 - a. Clean equipment is to be used to prevent unnecessary marks on the walls.
 - b. Recreational activities involving basketball, volleyball, and any kind of "nerf" equipment are permitted without restriction.
 - c. Soccer, baseball, and softball drills (without the use of bats or balls, for example aerobic or endurance training, or technique training) and kickball games are permitted with the supervision of a teacher or recognized league coach. Either the principal or parish administrator is to be notified of such use. Outdoor practices may not simply be moved indoors.
 - d. Any damage is to be reported immediately to the principal or parish administrator, who may assess the cost of repair or clean-up.
14. If anyone is injured during the use of Atonement's facilities, it is the responsibility of the person who requested the use of the facilities immediately to report the incident to the parish nurse or to the school nurse. Within ten (10) days of the incident, a written report must be provided to the parish office by the person who requested the use of the facilities. This report should include the date, time and location of the injury, the person injured, the nature of the injuries, names of any witnesses, and a copy of the "General Release of All Claims" form which the injured person or parent/guardian had signed