

First Lutheran Church Facility Use Policy
600 Homer Avenue Palo Alto CA 94301
650-322-4669

General purpose

First Lutheran wishes to make its facilities available on a space-available basis to community organizations and individuals for purposes consistent with its mission. Although fees received from this use are directed towards the general budget of the church, the primary purpose is not to produce revenue, but to be of service to the community. Thus, fees charged are below market rates. FLC members are not charged in most cases.

Facility Use Procedures

1. Groups or individuals (“clients”) who want to use/rent the church complete a Facility Use Inquiry form, available in the church hallway or from the website, at least two weeks, but usually no more than twelve months, prior to the desired date(s).
2. The Office Manager verifies the availability for the requested date, forwards to Pastor for approval if necessary, and adds the event to the website calendar.
3. The client is expected to submit all fees and deposit two weeks in advance. At that time the Office Manager will give them keys.
4. Each client is responsible for returning the facility in a satisfactory condition, with no damages, no extra clean-up required by church staff, and all furniture which has been moved replaced.
5. The Office Manager will return the client’s deposit once keys are returned.

Facility Use Policies:

1. Weddings must receive special permission from the pastor. We normally do not permit outside weddings at FLC. The church organist retains right of first refusal for all weddings performed on-site.
2. It is the responsibility of clients to inquire in advance what furniture may be moved, especially in the sanctuary, and make sure everything is returned to its proper place. Groups are expected to clean up after themselves and leave the space as they found it. Flowers, decorations and trash shall be removed after the event. Turn off lights. All doors must be closed and locked.
3. Clients must receive permission from the organist to use the church organs for any purpose. If the continuo organ is to be re-tuned, the tuner must be approved by the church organist and, if requested, the organ must be returned to the original tuning after the event takes place. Use of the continuo organ off-site is covered by a separate policy.
4. Sanctuary public address system may be used responsibly.
5. The basement may be used but children must be properly supervised.

6. Clients shall immediately report damage of church property to the Property Manager or Office Manager. If there are any facility damages, the responsible organization will reimburse FLC for the cost of the needed repairs.
7. Smoking is prohibited by law inside the building, or within twenty feet of the doors.
8. Food and beverages may be served in the Parish Hall but not in the sanctuary. Cooking or food preparation (other than coffee) is not allowed unless prior approval has been granted by the Office Manager. Alcohol may not be served without express permission, and a separate liability waiver may be required.
9. Decorations - no tacks, nails, tape or other material that will deface church property shall be used. Decorations such as streamers shall not be attached in a manner that will leave permanent marks.

Facility Use Fees:

1. Sanctuary	\$250.00
2. Parish Hall/kitchen	\$150.00
3. Single room (e.g. library)	\$50.00
4. Weddings and Memorials	\$300.00
5. Weddings and Memorials: Organist's fee	\$250.00

All of these fees may be waived for members, except organist fee for member weddings. Outside groups containing an FLC member may receive a 50% discount. Any of these fees may be reduced at the discretion of the pastor.

For concerts, the fee is charged for the performance; a dress rehearsal may be scheduled at no extra charge. The same applies to wedding rehearsals. There is no charge to use the organs on-site.

If a group rents both the sanctuary and the Parish Hall, it's presumed that the library and other rooms are included for no charge upon request.

The sanctuary seats 100 downstairs and 20 upstairs. The Parish Hall can seat about 100, or 75 for dining.

Normally the facility rental is expected to be for about 4 hours; substantially longer events (such as an all-day seminar) might entail a higher charge.

Deposit:

\$100. Part or all of this may be retained if extra cleanup is required after the event, or if keys are not returned. Otherwise, it will be returned promptly.

Regular use:

Recurring (e.g. weekly) events are negotiable on a separate basis.

Adopted June 10, 2008

Modified Aug. 10, 2011