

## Building Use Policy Adopted 11/15/2021

St. Michael's is blessed to have a wonderful facility which is dedicated to the glory of God. As such it brings glory to God as a site for people to worship, serve one another, celebrate together, and comfort each other in days of mourning and grief. The following policies and guidelines are intended to maximize the use and service St. Michael's building to the glory of our Lord Jesus Christ.

### Policies

- A. St. Michael's facilities are dedicated to the glory of God and the furtherance of Christ's Kingdom. All activities therein shall be congruent with His kingdom and to his glory.
- B. Because God rules the world both through the kingdom of the Gospel and the Kingdom of his providence, the building of St. Michael's shall be available for any use which furthers the worship of God, the love of neighbor, and the joy of His redeemed people.
- C. St Michael's understands this building to be a gift from God which is cherished, cared for, and received with thanksgiving.
- D. St Michael's reserves the right to deny permission to use the building.

### Planning to Use the Building

1. Activities at St. Michael's need to be scheduled through the Church office. You can reach Sharon Carlson via phone (503) 493-6333 or email [scarlson@stmikeslutheran.org](mailto:scarlson@stmikeslutheran.org). She will be able to answer questions and schedule events at St. Michaels. In a very few instances, she will need to secure permission from the congregational leadership before confirming the use of the building.
  - a. No use of the building is permitted which compromises the mission and values of St. Michael's, is illegal, or inherently dangerous to participants or others.
  - b. It is incumbent upon all users to clearly indicate the whole period in which the building is being requested when reserving the building, including times needed for set up/preparation and cleanup/take down.
  - c. Large/heavy use groups may be asked to provide a cleaning deposit prior to the use of the building.
2. Access to the building on the day of the event will be coordinated with Sharon Carlson.
3. Schedule of fees (arrangements made with regular users and members of the parish supersede the following list of fees.)
  - a. Worship space (wedding, funeral, memorial services, concerts, etc.) \$250/use
  - b. Fellowship Hall and Lawn w/Kitchen (receptions, reunions, etc.) \$250
  - c. Fellowship Hall w/out Kitchen (meetings) \$100 (1/2 day or less)
  - d. Fellowship Hall All Day (w/out Kitchen) \$150
  - e. Parking lot (if not already renting other space) \$50
  - f. Refundable cleaning deposit \$300
4. Proof of Insurance may be required of groups who are using St. Michael's facilities