

## PROPERTY/FACILITY USE POLICY

### Peace Lutheran Church

**We are a loving community, called by God's grace, that all know the peace of God.**

Peace Lutheran Church  
400 Franklin St. SW  
Hutchinson, MN 55350

The congregation of Peace Lutheran Church is pleased that you are using the building/facilities. The congregation considers its property and facilities to be blessings from God and seeks to be good stewards of these blessings.

Reservation of space shall be made in writing with the parish services director.

All fees (excluding in-house food services) shall be paid prior to posting on the Peace website calendar.

Scheduling an event must be made at least 30 days prior to the event.

The space reserved is to be used "as is" unless arrangement for special set-up has been made. These arrangements are to be made with the parish services director no later than **5 days** prior to the event.

Containing your event to the reserved space is appreciated as a courtesy to other groups using the facility.

Children are to be supervised at all times.

All weekday evening events, activities, and use of facilities must conclude by 9:00 P.M. Saturday and Sunday events must conclude prior to 6:00 P.M.

Peace Lutheran Church is not responsible for personal injury and/or loss or damage to personal property during the rental.

Any damages incurred during the rental will be the responsibility of the individual(s) renting the facility.

Peace Lutheran facilities and grounds are alcohol and tobacco free, including e-cigarettes.

Candles or open flames are not allowed.

Your cooperation in leaving the space as you found it is greatly appreciated.

**PEACE LUTHERAN CHURCH EVENT/SPACE REQUEST**

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**General information**

Event: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ E-mail \_\_\_\_\_

Frequency: One time only: \_\_\_\_ Weekly: \_\_\_\_ Every other week: \_\_\_\_ Monthly: \_\_\_\_ Other: \_\_\_\_\_

Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_ Estimate of # attending \_\_\_\_\_

Requested space: \_\_\_\_ Peace Center \_\_\_\_ Church Basement \_\_\_\_ Classroom # \_\_\_\_\_

**Food Service**

\_\_\_\_ in-house \_\_\_\_ catered (OFF-SITE PREP ONLY) \_\_\_\_ potluck \_\_\_\_ None

Caterer (if applicable) \_\_\_\_\_

Other details we should know about \_\_\_\_\_

**Charges—See property/facility use agreement for fees**

Facility fee \_\_\_\_\_

Attendant fee \_\_\_\_\_ rental hours x \$25.00 (4-hour minimum on weekends and evenings)

Date paid \_\_\_\_\_ check # \_\_\_\_\_ total fee paid \_\_\_\_\_

This completed and signed form must be turned into parish services director or church office along with a check prior to the event being posted on the church website calendar to confirm that requested space is reserved.

Event contact person signature \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Parish services director

Please provide a copy of this completed form to contact person listed above, copy to parish services director, and a copy to finance office with payment.

Approved 11/16/21

Basement Kitchen Policy  
Potluck or off-site food preparation only  
Peace Lutheran Church

The congregation of Peace Lutheran Church considers the Peace lower kitchen, along with other church facilities and property, as blessings from God and seeks to be good stewards of those blessings. Your cooperation in following this policy is greatly appreciated.

Cleaning guest tables—At the conclusion of the activity, all guest tables are to be wiped down with soap and water.

Coffee maker—Please feel free to use the commercial coffee maker. Please contact the parish services director to purchase the coffee prior to the event.

Dishes, Utensils, etc.—These items are provided for your convenience. After usage, please wash, dry, and place back in original location.

Garbage—Place all garbage in furnished plastic bags, depositing the bags in the large green container located on the south side of the facility.

Kitchen towels—You are welcome to use the kitchen towels, but they must be laundered and returned within 24 hours.

Recycling—You are encouraged to recycle. Please place all recyclable items in a plastic bag and deposit the bag in the smaller green container located on the south side of the facility.

Refrigerator usage—Use at your convenience. Please take your food products from the refrigerator when you leave the church. Peace Lutheran Church will not be responsible for food products remaining in the refrigerator 24 hours after the event.

Serving counters and kitchen counters—All serving counters, kitchen counters, and microwave should be washed down with soap and water.

Approved 11/16/2021

Building and AV fees--\$25.00/hour charged for ALL events not held during regular office hours. There is a four-hour minimum.

	profit	Non-profit	Family events/members	Family events/non-members
Peace Center	\$250	\$200	\$100	\$200
Peace basement	\$200	\$125	\$100	\$200
Classrooms	\$100	\$50	\$50	\$75
Building attendant	\$25/hour	\$25/hour	\$25/hour	\$25/hour
AV attendant	\$25/hour	\$25/hour	\$25/hour	\$25/hour
Kitchen attendant	\$25/hour	\$25/hour	\$25/hour	\$25/hour