**FELLOWSHIP HALL GUIDELINES**

**For**

**FRIENDSHIP LUTHERAN CHURCH, 5300 CHURCH RD., TAYLORSVILLE, NC 28681**

One important aspect of our life as Christians is our fellowship with our brothers and sisters in Christ. The New Testament word for this is Koinonia. Friendship has been blessed with the facilities that enable us to foster Christian fellowship in our community. Our Fellowship Hall is open for use by our church family members and our community. In order to better facilitate our common usage of these facilities, the following guidelines shall be observed.

**SCHEDULING CONSIDERATIONS:**

* All those desiring to reserve the Friendship Fellowship Hall shall contact the Parish Administrator at (828-632-4482).
* Events not scheduled in the church's master calendar as kept by the Parish Administrator may be precluded by events which were previously scheduled.
* Scheduled requests shall be considered in the order in which they are received. The Parish Administrator will not begin accepting scheduling guests before October 1 of the prior year (i.e., Oct. 1, 2015 for requests for the 2016 calendar year).
* The Church Council reserves the right to preclude any group from using the Fellowship Hall if such use is deemed to be outside the mission of the church.

**TERMS OF USAGE:**

* Smoking is prohibited inside the buildings.
* No alcoholic beverages or non-prescription drugs will be consumed on church property.
* The rental fee only gives the renter access to the Fellowship Hall. The renter may request permission to access other parts of the building but this will require Council approval. The renter is responsible for limiting access of individuals to authorized areas of the building only.
* All users are expected to remember that the facility is part of God's house. As such, behavior befitting Christians is expected at all times.
* All decorations used in the Fellowship Hall shall reflect the Christian environment of the facility. Nothing shall be attached to the walls and/ or ceilings
* Only a council approved audio/visual operator may operate the audio/visual system. A special request must be made at booking time and special charges may be incurred.
* The partition shall be opened/closed **only** by the appropriate church staff. Unless notified, the partition will remain in the standard open operating position. Please discuss with the Parish Administrator.

**USER RESPONSIBILITIES:**

* Cleaning tables;
* Removing Trash;
* Replacing trash bags;
* Turning off all lights and appliances after use;
* Ensuring that all cooking and eating utensils are clean and returned to their proper storage location;
* Vacuuming the Fellowship Hall floors;
* Vacuuming and mopping the kitchen floor and entry area if needed;
* Ensuring that the hall is generally clean, locked and secure;
* Ensuring that all areas of the restrooms are clean and that trash has been removed;
* Any table cloths used should be cleaned, folded, and returned in good condition;
* Due to limited space in the pantry, Bins/Totes for events may be brought in 1 day prior to the event. Bins/Totes should be removed at the time of cleaning;
* The Fellowship Hall must be completely cleaned and all chairs shall be arranged for Sunday AM service according to the seating chart or charts posted on the walls by 6 PM Saturday, unless previously approved by Council.

**SPECIAL CONDITIONS FOR NON-CHURCH SPONSORED EVENTS:**

* The user shall be responsible for providing all consumables (napkins, paper towels, table cloths, salt, pepper, plastic eating utensils, disposable plates and cups etc.).

**MEMBER CLEANING / DEPOSIT FEE:**

* The fee shall be paid to the Parish Administrator at the time of reservation. Reservations are not considered firm until the deposit is paid. Checks should be made payable to Friendship Lutheran Church. There will be a **$100 fee for half use** of the facility, and $**150 fee for whole use** (since the kitchen is included in half use the front portion of the Fellowship Hall will be designated "Half Use" unless deemed otherwise).
* $50 of this fee will be a cleaning deposit. Following a post-event inspection, the cleaning deposit may be returned to the user if the cleaning is satisfactory. If the hall is not found to be in satisfactory condition, the deposit will be retained as a cleaning fee.
* When a member reserves the Fellowship Hall they must be present at the event, and should be an active member.
* If the user wishes to have the church to clean the Fellowship Hall, the user should indicate this when the reservations are made and the deposit shall automatically become a cleaning fee. In such a case, the user shall still be responsible for the following:
* Cleaning Tables;
* Turning off all lights and appliances after use
* Ensuring that all cooking and eating utensils are clean and returned to their proper storage location;
* Ensuring that the counter tops, stove, ovens and sinks are clean;
* Ensuring that the hall is generally clean, locked and secure

**NON-MEMBER CLEANING / DEPOSIT FEE:**

Following our belief that allowing non-members to use our facilities is part of our ministry to the larger community, the Fellowship Hall shall be available for use by persons who are not members of Friendship Lutheran Church for the following activities:

* Birthday/Anniversary Parties
* Family Reunions
* Wedding receptions/rehearsal dinners.
* (Wedding receptions/rehearsal dinners are subject to additional Wedding Guidelines and may be obtained from the Parish Administrator).
* Events hosted by other church-related organizations that are not in conflict with the ministry and teachings of Friendship Lutheran Church
* Other activities as approved by the Church Council at a regular or special scheduled meeting.
* Non-members shall be charged **$200 for half use** and $**400 for whole use** of the facility. Of this fee, $100 will be for a cleaning deposit and the same guidelines as listed earlier will apply for non-member use. These charges are to help defray the costs of operation of the building.
* Realizing that we are facing constantly rising utility costs for heating, cooling and lighting, users for non-church sponsored events may wish to consider a token donation to help defray the costs of these items.

Non-members desiring to use the Fellowship Hall must contact the Parish Administrator at 828-632-4482 for scheduling. All requests for non-member use should be made as far in advance as possible. In all cases involving other uses not outlined above, the request should be made no later than 60 days in advance of the event to allow sufficient time for Council consideration.

All other terms and conditions of use shall apply.

This revision supersedes all other previous Fellowship Hall Guidelines.

Effective date: April 15, 2015