

FACILITIES USE REGULATIONS AND FEES **FOR** **MOUNTAIN VIEW LUTHERAN**

Introduction

Mountain View Lutheran Church (MVLC) offers resources and opportunities to the community. It is the intent to encourage and permit the use of the Churches' facilities for community groups and activities within the established policies of the Church. **A GROUP MUST FIRST SEEK TO USE SPACE AT MOUNTAIN VIEW COMMUNITY CENTER (MVCC) AND HAVE A MEMBER OF THE MVCC STAFF INDICATE IN WRITING THAT ADEQUATE SPACE CANNOT BE PROVIDED AT MVCC BEFORE MVLC SPACE WILL BE APPROVED.**

This document describes the regulations for this use and includes a fee and charge schedule.

General Regulations

1. Application for reservations should be completed at the Church Office during business hour Monday through Friday (8:30 a.m. to 4:30 p.m.).
2. All persons or groups holding any meeting or recreational activity on the Church Campus are required to have a facility use agreement completed as set forth by these regulations.
3. Facility Use Agreements will be issued upon application and are administered by Church staff unless:
 - The event is religious in nature and contradictory to the Trinitarian religious practices of the Church.
 - The event is subsidized partisan political activity exclusively by a particular political group.
 - The date and time requested has previously been allocated.
4. Facility use applications must be completed by an adult; further, all events must be supervised by a designated adult. The Church shall not be liable for injuries or loss of property resulting from use of the Church facilities.
5. Mt. View Lutheran Church reserves the right to change or cancel the reservation if the facility is needed for Church business or if for some reason it becomes unavailable.

6. **Mt. View Lutheran Church reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination by authorized Church personnel, upon any of the grounds set forth below:**
 - **Physical damage to Church property caused by an attendee, whether invited or not, or;**
 - **Use of alcohol or tobacco**
 - **Violation of any law, ordinance, or regulation of the State of Washington, Pierce County, City of Edgewood by an attendee, invited or not; and**
 - **Failure to comply with Church staff or Church person in charge direction**
7. **Alcoholic beverages and smoking is not permitted anywhere on the church campus.**
8. **Individuals or groups using the Church facilities must comply with all applicable Cities, County, State and Federal codes, ordinances or established regulations.**
9. **Reservations are taken on a first come, first served basis and are booked quarterly. One time rentals (receptions, anniversaries, etc.) may be made a maximum of twelve (12) months prior to desired date. The continued use of the facility space is not automatically guaranteed each quarter. This will allow the Church programs to be scheduled prior to any outside use. Rates for long-term commitments shall be negotiated on a case-by-case basis.**
10. **There is a five hour minimum for renting on weekends and a two hour minimum for renting at any other time.**
11. **Overrun fees for room rental will be charges as follows: 15-30 minutes, ½ hour charge; 30-60 minutes, 1 hour charge.**
12. **A reservation/damage deposit of \$500 for one time major event rentals (i.e. involving more than 100 people), or \$250 for minor event rentals, must be paid to reserve the facilities. This amount, less applicable fees, will be refunded by mail within 20 days after the event if the facilities and its equipment are found to be in acceptable condition. Refunds for reservation cancellations will be based on the following schedule, unless we are able to reschedule the reserved time:**
 - **60 or more days notice will receive a full refund**
 - **Fewer than 60 days notice will not receive a refund**

Due to unanticipated circumstances (plumbing failures, fire, etc.) it may become necessary for the Church to cancel a reservation which the Church reserves the right to do. In the unlikely event this should become necessary, every effort will be made to provide reasonable notice, however this may not be possible in all circumstances. The Church shall provide a full refund in such cases. Responsibility for making alternate arrangements remains with the renter.

- 13. The facility is to be left in the same condition as when the renter arrived. This includes the restrooms, hallways, parking areas, general building structure and surrounding grounds. Before leaving the renter must complete a final walk-through with the Building Attendant and sign the "Rental Inspection Checklist". The Building Attendant will note any discrepancies on the checklist. The monetary charges for damages will be determined by the Church Staff. Rental hours must be consecutive. No split shifts allowed.**
- 14. Throwing of rice, birdseed, confetti, etc is not permitted on church grounds or inside the facilities. Use will result in forfeiture of part or all of the damage deposit.**
- 15. All music must be kept to a moderate sound level and must end at midnight.**
- 16. Compliance with the City fire code and the Fire Marshal are mandatory; the use of candles and/or any other type of open flame is forbidden.**
- 17. The Church staff must approve additional equipment brought in by the renter.**
- 18. Facility may be subject to periodic checks by Church Staff.**
- 19. Church staff will arrange and coordinate all programming and building use, including any deviations from pricing (Price chart) deemed beneficial for the optimum use of the facility and fulfillment of the Church mission.**
- 20. Room set up and clean up is the renter's responsibility. Scheduled rental times must include set-up and clean-up time. Use of the facility must be completed by midnight unless there are approved exceptions by Church staff.**
- 21. Renter is responsible for any breakage or damage to the building and/or equipment. All doors and windows must be closed, lights should be turned off and any equipment must be cleaned. Use of thumb tacks, staples and scotch tape are not to be allowed on the walls, floors, tables etc. Damage caused by this type of use will be charged to the deposit. Use masking tape only.**
- 22. All cleaning will be completed after the event by the renter. Cleaning shall include:**
 - Trash placed in dumpsters outside.**
 - Tables/chairs cleaned and put in the order they were when originally set up.**
 - All items brought into the facility must be removed, to include rental equipment.**
 - If renter fails to clean facility as described above, a \$150 cleaning fee will be deducted from the damage deposit.**

MOUNTAIN VIEW LUTHERAN

Priority Use of Facilities

Groups and organizations will be issued a permit for use of the facilities on the basis of the following priorities which are:

Classification One

Classification Two

Classification Three

CLASSIFICATION ONE

1. **Activities of Mountain View Lutheran Church take priority over all other groups and activities. Those programs or activities that are sponsored by the Church will be free of charge, but may still be held liable for damages to the facility.**

CLASSIFICATION TWO

1. **Non-profit organizations (with full 501(c) (3) status.**
2. **Recognized groups that are engaged in promoting a special community activity and/or issue. School Districts, P.T.A., Service Clubs and youth organizations.**

Note: Due to definition, some groups or organizations in Classification Two are sometimes unable to pay the suggested fee due to their strictly volunteer basis or nominal dues. These groups who meet regularly are requested to make an annual donation of money or equipment (i.e. table, chairs, audiovisual equipment, etc.) or offer a class, workshop, and clinic or provide in-kind service to the Church. These groups are asked to provide a proposal for facility use and meet with the Church staff to negotiate an agreement. Any abnormal cost accrued will have to be covered by the group. Any fundraising or commercial ventures must be negotiated separately and fees charged.

CLASSIFICATION THREE

1. **Events not open to the general public. Examples are wedding receptions, anniversaries, private club dances, etc.**
2. **Groups or organizations, that are not formally established as 501(c) (3) nonprofits, whose membership is open to the general public but operate for the primary benefit of their own membership; such groups may or may not charge fees, collect donations, membership fees, or charge admission, and/or participation is limited to a select group: Examples – model clubs, preschool cooperatives, dance clubs, etc.**
3. **Groups or organizations who are commercial in nature and are promoting a product or service (event could be free to the public) Examples: Tupperware, large garage sales, dieting workshops, etc.**

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Facilities User Fees (2013)

CLASSIFICATION TWO

1. Non-profit organizations with full 501(c)(3) status
2. Recognized groups that are engaged in promoting a special community event/activity/issue: Boy and/or Girl Scouts, Campfire Girls, PTA, Service Clubs, youth organizations. Organizations in this classification holding an event or events which are oriented toward fundraising, sale, barter, and/or trade of goods and services related to the group activities will be considered under Classification Three fee schedule or a rental fee negotiated on a percentage of gross receipts.
3. "Member" shall refer to active member as defined by the MVLC Constitution – one who has participated in Holy Communion at MVLC AND made a contribution of record in the last 12 months.

		Non-Member				Member			
		Full Day	Half-Day	Normal Hourly	After Hours Hourly Rate	Full Day	Half-Day	Normal Hourly	After Hours Hourly Rate
<u>Space</u>	<u>Room Capacity</u>								
<u>Chapel</u>									
Chapel Basement	80 people, 7 tables	\$ 150	\$ 75	\$ 50	\$ 60	\$ 100	\$ 50	\$ 25	\$ 40
w/Kitchen		\$ 35	\$ 35			\$ 25	\$ 25		
Total Chapel Basement		\$ 185	\$ 110			\$ 125	\$ 75		
Chapel - Main Floor	150 people - Chairs only	\$ 150	\$ 75	\$ 50	\$ 60	\$ 100	\$ 50	\$ 25	\$ 40
<u>Sanctuary</u>									
Sanctuary	400 people - pews only	\$ 275	\$ 135	\$ 50	\$ 60	\$ 175	\$ 85	\$ 25	\$ 40
Fellowship Hall	125 people - 12 tables	\$ 150	\$ 75	\$ 50	\$ 60	\$ 100	\$ 50	\$ 25	\$ 40
w/Kitchen		\$ 35	\$ 35			\$ 25	\$ 25		
Total Fellowship Hall		\$ 185	\$ 110			\$ 125	\$ 75		
<u>Ed. Bldg.</u>									
Gym	250 people - 16 - 24 tables	\$ 150	\$ 75	\$ 50	\$ 60	\$ 100	\$ 50	\$ 25	\$ 40
w/Kitchen		\$ 35	\$ 35			\$ 25	\$ 25		
Total Gym		\$ 185	\$ 110			\$ 125	\$ 75		
Large (Double) Classroom	30 people	\$ 75	\$ 35	\$ 15	\$ 35	\$ 50	\$ 25	\$ 20	\$ 30
Small (Single) Classroom	15 people	\$ 38	\$ 18	\$ 8	\$ 18	\$ 25	\$ 13	\$ 10	\$ 15

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Facilities User Fees

(2013)

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2. **Events not open to the public (wedding receptions, anniversaries etc.)**
3. **Groups or organizations who are commercial in nature and are promoting a product or service (event could be free to public) – Tupperware, garage sales, dieting workshops, etc.**
4. **“Member” shall refer to active member as defined by the MVLC Constitution – one who has participated in Holy Communion at MVLC AND made a contribution of record in the last 12 months.**

		Non-Member				Member			
		Full Day	Half-Day	Normal Hourly	After Hours Hourly Rate	Full Day	Half-Day	Normal Hourly	After Hours Hourly Rate
Space	Room Capacity								
Chapel									
Chapel Basement	80 people, 7 tables	\$ 200	\$ 100	\$ 65	\$ 80	\$ 100	\$ 50	\$ 35	\$ 65
w/Kitchen		\$ 35	\$ 35			\$ 25	\$ 25		
Total Chapel Basement		\$ 235	\$ 135			\$ 125	\$ 75		
Chapel - Main Floor	150 people - Chairs only	\$ 200	\$ 75	\$ 65	\$ 80	\$ 100	\$ 50	\$ 35	\$ 65
Sanctuary									
Sanctuary	400 people - pews only	\$ 350	\$ 175	\$ 65	\$ 80	\$ 175	\$ 85	\$ 35	\$ 65
Fellowship Hall	125 people - 12 tables	\$ 200	\$ 100			\$ 125	\$ 65.00	\$ 35	\$ 65
w/Kitchen		\$ 35	\$ 35			\$ 25	\$ 25		
Total Fellowship Hall		\$ 235	\$ 135			\$ 150	\$ 90		
Ed. Bldg.									
Gym	250 people - 16 - 24 tables	\$ 200	\$ 100	\$ 65	\$ 80	\$ 100	\$ 50	\$ 35	\$ 65
w/Kitchen		\$ 35	\$ 35			\$ 25	\$ 25		
Total Gym		\$ 235	\$ 135			\$ 125	\$ 75		
Large (Double) Classroom	30 people	\$ 50	\$ 25	\$ 20	\$ 50	\$ 35	\$ 20	\$ 20	\$ 40
Small (Single) Classroom	15 people	\$ 25	\$ 13	\$ 10	\$ 25	\$ 18	\$ 10	\$ 10	\$ 20