

First Lutheran Downtown

Where the Son shines for all.



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WELCOME



We are pleased that you have chosen First Lutheran Church as the place for your event. Our emphasis as a vibrant and nurturing faith community is to share our facility in a way that extends our ministries, gives glory to God, and builds up the body of Christ.

Pastor Sami Pfalzgraf



This pamphlet is designed to help you in planning your event at First Lutheran Church and includes arrangements to think about, guidelines for usage, and a list of fees and deposits. Members of the church ministry team will work with you to ensure a successful event.

MAKING ARRANGEMENTS

Call the church office or check the calendar online (flcsj.org) for available dates and use of the building.

Remember the church has many events throughout the year so please have several possible dates in mind.

Do you need access to the facility outside of regular business hours?

Do you need someone trained on the alarm system to open and close the church?

Complete the Facilities Use Request Form.

[HYPERLINK TO FORM](#)



ELIGIBILITY &

Priority of Use

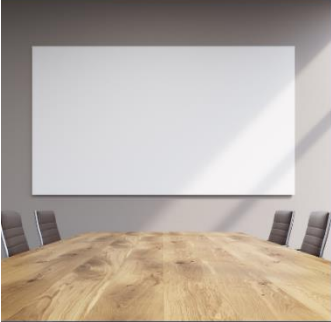
Eligibility

- Every effort will be made to accommodate a FLC member who makes appropriate arrangements for an event. Requests from non-members will be given serious consideration but cannot be guaranteed.
- No request will be considered without completion of a Facilities Use Request Form.
- Facilities are generally not available to non-member groups for fund raising or profit-making activities.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.



ELIGIBILITY &

Priority of Use



Priority of Use

1. Recognized groups within the church:

- Worship services (e.g., Sunday morning worship, funerals, seasonal evening worship)

- Regularly scheduled church activities (e.g., Sunday School, adult education, committee meetings, small group meetings)
- Church or committee sponsored fellowship events.

2. Church Members:

- Individual parties and special events
- Weddings (covered under a separate policy guide)
- Music recitals
- Other informal church member requests

3. Non-member Groups:

- Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by First Lutheran Church

FACILITY USE *Guidelines*

- Activities and programs are limited to the space that is reserved/assigned.



- The conduct of all persons attending events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.



- You are responsible for your own setup and for returning the space to its original setup after your event.

- Users are expected to remove all items associated with their event immediately following the event.



- To maintain the quality of the building's furniture and equipment, and prevent damage, furniture or equipment cannot be moved without prior permission.

- Any decorations placed in the facility or on the grounds of First Lutheran Church must be pre-approved. No items may be affixed to any surfaces without prior consent.

FACILITY USE

*Guidelines
Continued*



- The user will be held responsible for any damage done to church property associated with the event. Repair or replacement costs will be billed to the user.



- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.



- When children under the age of 18 are in attendance, they must be always under the supervision of their parents or designated adults and are not permitted to roam freely on church property.

- All children's or youth activities shall be always supervised by a minimum of two (2) adults over the age of 21 unless prior exception is granted.

FACILITY USE

*Guidelines
Continued*

The following items are not allowed in the church buildings or on church property:

1. Weapons
2. Fireworks
3. Tobacco products
4. Controlled substances/drugs
5. Anything that detracts from a Christian atmosphere



FACILITY USE

*Guidelines
Continued*

- Unless prior exception is granted, the use of alcoholic beverages is prohibited at the church or on church property except for wine used for Holy Communion.
- Willful violation of any guidelines or regulations will lead to the loss of any security deposit and future use of the facility.





SANCTUARY

1. Food and drink are not allowed in the sanctuary.
2. The piano may not be moved. Other instruments, microphones, and any sanctuary furnishings will not be moved without approval.
3. No items of any kind will be placed upon the piano, organ, or any sanctuary furnishings.
4. Use of the organ, piano, or keyboard for performance or practice must be approved by the Music Coordinator.
5. Only First Lutheran Tech Team members may operate sanctuary audio, video, and streaming equipment. If no tech team member is available, equipment may not be used.
6. You must supply any material to be projected on a USB flash drive in a format that will run on a Windows operating system computer. The sanctuary computer does not have a CD/DVD drive. Connecting your personal computer to sanctuary projection equipment is prohibited.

Special Rules for
DIFFERENT AREAS

CHAPEL AND SMALL KITCHEN



1. Return all furniture to its original position within the Chapel.
2. Wipe off tables and counters with cleaner.
3. Wash all dishes, cups, utensils taken from the small kitchen and return them to their original location.
4. Collect any trash and place in outside dumpster.
5. Leave the space as you found it.

Special Rules for
DIFFERENT AREAS
Continued

MEETING ROOMS

1. Return furniture to its original location.



Remove all materials brought in (crafts, paper, pens/markers, etc.) and take with you or place in trash bag and deposit in dumpster in south parking lot.

3. Leave room clean and as you found it.

Special Rules for
DIFFERENT AREAS
Continued



KITCHEN AND FELLOWSHIP HALL

1. Read posted instructions carefully before using any kitchen equipment (stoves, ovens, dishwasher, etc.).
2. Clean, dry, and put away all dishes and utensils according to approved methods. Dishes, utensils, and equipment should be returned to the proper cupboard, drawer, or storage area.
3. Wash all counter tops and work areas with cleaner.
4. Do not leave leftovers in the refrigerator. Take any perishables with you.
5. Check stove, oven, and other appliances to make sure they are turned off and nothing is left inside of the oven.
6. Lay out all used dish towels on the counter to dry. Sweep floors in kitchen and Fellowship Hall. Mop if needed.
7. Leave all tables and chairs in Fellowship Hall as you found them.
8. Wipe down all tables with cleaner.
9. Remove all trash bags and garbage to dumpster in south parking lot.

Special Rules for
DIFFERENT AREAS
Continued

DEPOSITS

A deposit is required to reserve any area of the facility. The deposit is due at the time the Facility Use Request Form is submitted —at least one week in advance of the event.

Facility Use Deposit:

Members:	\$50.00 (refundable)
Non-members	\$125.00 (non- refundable, but may be applied to fees)

In case event must be canceled by User or because of a FLC scheduling requirement (e.g., funeral), the deposit will be refunded.



FEES

An hourly fee is charged for use of any space within the facility, including meeting rooms, chapel and small kitchen, fellowship hall, kitchen.

Non-members - \$50 per hour

Members - good will donation

Payment of fees must be made on or before date of the event.



FEES *continued*

Cleaning Service

Should you wish to utilize our Cleaning Service following your event, the following fees apply for both members and non-members:

Whole building: \$125.00

Part of building: \$ 95.00



Checks are made payable to First Lutheran Church.
Payment may also be made by credit card via the church website or an electronic check.

FEES *continued*

Accompanist

FLC accompanists set their own fees which are payable directly to them prior to the event.



Sanctuary Audio, Video, and Streaming Equipment Operator

Operator fees are paid directly to them prior to the event. Fees range from \$50.00 to \$200.00 depending on what operators are asked to do. Fees are broken out on the Facility Use Request Form.





Liability

CONSIDERATIONS

Non-members must supply a Certificate of Liability and Property Damage insurance coverage for the purpose of covering liability and property damage or accidents that might occur on church property naming First Lutheran Church as an additional insured MUST be on file with the church prior to the date of the event. If a group does not have insurance, an Adult Hold Harmless / Indemnity Agreement (included in the Non-member Facility Use Request Form) may be used.



FIRST LUTHERAN
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let's get in touch

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