

RENTAL AND USAGE
POLICIES AND FEES

GRACE LUTHERAN
CHURCH



1300 Kishwaukee Valley Road
Woodstock, Illinois 60098
815-338-0554 • Fax 815-338-0913



Grace Lutheran Church

WOODSTOCK, ILLINOIS RENTAL AND USAGE FEES GENERAL GUIDELINES

1. In gratitude for God's blessings, Grace Lutheran Church is pleased to share its facilities with others. We envision our campus as a gift to the greater Woodstock community and desire it to be used to the glory of God.
2. Scheduled worship services and programs of Grace Lutheran take precedence over all requests.
3. **Church Closings and Event Cancellations due to severe weather.** Grace Lutheran Church will follow D200 closing and cancellations. All weekday activities, including preschool, will be cancelled if D200 has cancelled classes. Please check the [Emergency Closing Center website](#) or any of the radio stations listed on the [D200 website](#) for any severe weather cancellations.
4. Usage of facilities is for three hours unless otherwise arranged with the Administrative Secretary. It is understood that the rooms will be left as they were found, clean and in order. Groups using Grace Lutheran facilities are responsible for set up and take down of chairs and tables unless arrangements have been made at the time of the reservation.
5. Groups requesting the use of rooms at Grace Lutheran are to complete a "Building Usage Form" and submit to the Administrative Secretary at least fourteen (14) days before the event, though earlier submissions to reserve the space are encouraged. Fees are to be paid seven (7) days before the event.
6. Grace Lutheran invites groups and causes that support the "Statement of Purpose" as outlined in Chapter 4 of its constitution to use its facilities.
7. Special questions and concerns can be discussed with the Executive Committee of Grace Lutheran.

GROUPS ALLOWED TO USE THE FACILITIES AT NO CHARGE

1. All programs, events and ministries supported by Grace Lutheran.
2. Other congregations of the ELCA.
3. Other Christian Churches of the Greater Woodstock area.
4. Weddings of members*, funerals and funeral receptions, baptisms and other pastoral acts conducted by the pastoral staff.
5. Golden wedding anniversaries.
6. Grace Lutheran members who request a special use of Grace Lutheran facilities for a limited time of less than 90 minutes, for no more than 12 people, with adult supervision, and in compliance with the above guidelines.
7. Other groups and events the Executive Committee deems acceptable to use Grace's facilities.

GROUPS REQUIRING A FEE FOR USAGE

For groups using the Grace Lutheran facilities, a \$100.00 security deposit is required seven (7) days prior to the use of the facility. The deposit will be refunded on inspection and approval of the Building Superintendent.

Grace Lutheran's liability insurance does not cover groups or functions, except the Service of Marriage, where a fee is being paid for the use of rooms and facilities. A Certificate of Insurance must be provided to the church office by the party using Grace Lutheran's facilities prior to the event.

The groups and events that require a fee for the use of the facility:

1. Service of Marriage for those who are not members of Grace Lutheran.*
2. Receptions for Weddings.
3. Bridal, baby and related showers and receptions.
4. Private dinners, events and celebrations.
5. Community groups.

*See Wedding Brochure for additional details.

MEMBER USER FEE GUIDELINES:

Suggested donation of \$25.00 per 3 hours of use.

NON-MEMBER USER FEE GUIDELINES

| <u>Area</u> | <u>Suggested Fee</u> |
|--------------------------|---|
| Classroom..... | \$25.00 |
| Parlor..... | \$50.00 |
| Kitchen..... | \$100.00 |
| Grace Center | \$50.00 up to 75 people \$100.00 over 75 people |
| Outdoor Area | \$50.00 |
| Sanctuary..... | \$100.00 |
| Narthex | \$50.00 |
| Luther Hall | \$75.00 up to 75 people \$125.00 over 75 people |
| Custodial services | \$25.00 per hour per custodian For any additional services |

SEE COVER IN SEPARATE FILE!
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