



## GETHSEMANE LUTHERAN CHURCH BUILDING USAGE POLICY

It is our sincere desire that all persons (members and non-members) have an enjoyable experience while using the church building. We further expect all persons using the facilities to be respectful of the fact that this is God's house and to realize that you are responsible for cleaning the church and restoring it to its original condition immediately following your event.

1. All persons requesting the use of the church will be given a copy of these guidelines.
2. **NO ALCOHOLIC BEVERAGES** will be allowed in the building or on the premises except for the provided sacramental wine used in worship. No tobacco usage is allowed on the premises.
3. The throwing of rice, or any other objects, is not allowed inside or outside the building.
4. Items cannot be attached to the pews if there is any risk of damage (tape, glue, staples, wire, etc.)
5. No lighted candles in the aisles or on the windows.
6. The cleaning of the church is the responsibility of those using the facility. The church office can provide the name and phone number of the church janitor if you wish to hire someone.
7. Any honoraria for a musician or pastor are not included in this policy and must be dealt with separately.
8. Prior approval must be received before moving items in the sanctuary.

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ AM  
PM \_\_\_\_\_ PM

Description of Event: \_\_\_\_\_

Contact Information:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of person requesting to use building

\_\_\_\_\_  
Signature of office staff