

**ST. STEPHEN'S LUTHERAN CHURCH**  
**S214 Willow Street**  
**Stephenson, MI 49887**

**GUIDELINES FOR USAGE OF THE BUILDING,  
GROUNDS AND EQUIPMENT**

**Members:**

The church building, grounds, and equipment are the property of the congregation and intended for congregational use.

Arrangements to use the building should be made through the church office. Permission for the use of the building, grounds and/or equipment by a member or a group of members is automatic contingent upon availability. Reservations will be made on a "first come first served" basis. In the event that multiple request involving members and non-members is made, the member request will take precedence.

A security deposit of \$50.00 is to be paid at the time of reserving the building.

**Non-Members:**

The congregation is willing to share its building, grounds, and/or equipment with non-members according to the following guidelines:

- a. A request for the use of the building, grounds and/or equipment should be made to the church office.
- b. In the event that a conflict arises with a scheduled event or activity by the congregation or a member of the congregation, an alternate date must be selected.

**Fees & Deposits:**

½ Day - \$75.00  
1 Day - \$100.00  
2 Day - \$150.00  
Security Deposit - \$125.00

**Note:** All fees and deposits are due at the time the building is reserved.

**Service Oriented and Community Groups:**

- a. As a way of supporting and encouraging service oriented and community non-profit groups, St. Stephen's Lutheran Church will not charge a building use fee. However, the security deposit will be required at the time of reservation.
- b. Groups are encouraged to make a donation according to their ability to contribute.

### **Clean-Up:**

- a. Individuals and groups are responsible to restore the facility and equipment to the condition in which it was found.
- b. All refuse is to be removed from the building.
- c. All lights and fans are to be turned off.
- d. All windows are to be closed and locked.
- e. All interior doors are to be closed.

### **Alcohol and Tobacco:**

The use of alcohol and tobacco products in or on church property is **not** permitted. The only exception is sacramental wine used in worship.

### **Usage of the Church's Equipment:**

- a. A request for use of church tables and chairs from the basement by a member of the congregation can be made through the church office with a \$50.00 deposit.
- b. Requests for dishes, silverware, pots or pans cannot be honored.

**Note: It is the responsibility of the borrower to return immediately all borrowed equipment and repair or replace any damaged or destroyed equipment.**

- c. Equipment should be returned within three (3) days.

### **Non-Members:**

Regrettably, requests for usage of church equipment by non-members cannot be considered.