

Zion Evangelical Lutheran Church Policy Guidelines for Building Use:

We welcome guests to our church home and thank you for respecting the following requests as you plan your event.

Agreement

ZELC requires that the Building Use Agreement (obtained from the church office) form be completed and submitted by the individuals or organization desiring the use of our facilities at least two weeks prior to the proposed dates(s) of use. Any fees required will be paid in full prior to the use of church facilities.

Scheduling

ZELC and its members take precedence over all proposed events. All events planned must be scheduled with the office at least two weeks prior to the proposed dates(s) of use. Availability will honor members first, and then on a first-come basis. The church office will check the church calendar for any potential conflicts.

Use

ZELC reserves the right to deny the use of our facilities to any group or organization. ZELC facilities are not generally used for political, profit-oriented, or other activities deemed unacceptable to ZELC. All activities held at our facility must be in accordance with all State and Local laws and ordinances. Fees will be assessed for the use of space and for staff time to set-up, clean up and oversee the event. Any fees charged for the event will be identified in the Building Use Agreement. Access to the building, including dates, times, parking and unlocking/locking procedures, will be as identified in the Building Use Agreement.

If you plan to use the organ, you will need to contact our organist, David Chamberlin, at c-801-376-1399 or david@chamberlinmusic.com who will either:

- Help you select music and play for your service;
- Recommend another professional-grade organist if he is unavailable; or
- Approve another organist of your choice, or help adapt your plan to use the piano

Facility Care

- Church areas, furnishings and equipment, for the planned event will be as identified in the Building Use Agreement. Chairs, tables and other items are available by pre-arrangement only.
- Set-up and church staff will perform teardown of church property. Custodial fees will be applied.
- An event coordinator will be on the property during the event. Fees will be applied.
- All reasonable precautions must be taken for using ZELC property, to minimize and/or prevent damage, loss or theft.
- Areas must be left in a clean, orderly condition at the completion of the event. Please note these special considerations for the use of the Sanctuary:
 - Altar may not be moved. **FLOWERS OR PICTURES MAY NOT BE PLACED ON ALTAR.**
 - Piano in sanctuary must remain on the same level.
 - The pulpit remains in place.
 - Baptismal font in back must remain.
 - Altar rails can be removed and kneeling pads can be stored.
- Booking time will include 90 minutes before and 2 hours after a wedding; and one hour prior to and after any other event, unless otherwise agreed upon.
- Smoking is permitted outside with a minimum of 25 feet away from the building.
- The possession and use of alcoholic beverages must be in accordance with all State and Local laws and ordinances and noted in the Building Use Agreement. Subject to final approval by ZELC.
- The kitchen facilities, if properly reserved, are available for the serving and consumption, but not preparation of food (exceptions may be made on an individual basis).
- Loitering on ZELC premises is not allowed.

Facility Care (continued)

- Zion offers two heights of flower stands. Flowers or other accessories are not allowed upon the altar.
- Only drip less candles may be used. Care to be taken to not stain the Fair Linen on the altar.
- Personal belongings must be picked up in all areas at the end of the event.
- All reception decorations are to be removed immediately following the event.
- Only non-damaging material may be used for posting anything on the walls.
- Use of sterling or silver service sets or fine china is reserved for Zion members only.
- All equipment (including chafing dishes) to remain at the church.
- Use of rice, glitter, confetti, bubbles, bells, rose petals and birdseed are permitted outside building.

Limitations

This policy is subject to change without notice. In the event of any change in the policy, a reasonable effort will be made by ZELC to provide notification of the changes.

Fee Schedule

- All events require an additional fee for custodial set up and tear down/clean up.
- Use of on-site event coordinator is required.
- Minister and Organist fees are to be agreed upon and paid directly to provider.

Requested	Use Fee For Non Members	User fee for Members of ZELC	Other Considerations
Sanctuary – Wedding	\$300 per use	\$125 per use	
Sanctuary – other	\$100 per hour	\$ 50 per hour	
Atrium	\$40 per hour	\$20 per hour	
Terrace Room & Outdoor Patio	\$50 per hour	\$25 per hour	
Kitchen – Full Service	\$100 minimum fee for 2 hrs use. Additional hourly rate \$25/hr.	\$100 flat fee	Dishwasher and stove need special instructions
Kitchen – Snacks (no dishwasher / stove)	\$50 minimum fee for 2 hrs use. Additional hourly rate per use \$25/hr.	\$50 flat fee	
Use of ZELC dishes	\$50 per event	\$25 per event	Furnish own glassware
Classroom (25-100)	\$50 per event	\$25 per event	Set up details needed
Classroom (up to 25)	\$25 per event	\$15 per event	Set up details needed
Custodial Fees **	Wedding- \$50 flat Other -\$20 per hour	Wedding- \$50 flat Other- \$20 per hour	Required. Min 1 hr set up and 1 hr tear down & clean up
Event Coordinator	Wedding -\$100 Other- \$20 per hour	Wedding- \$100 Other- \$20 per hour	Required.

**Custodial Services includes setting up tables, chairs, and usual cleaning of the facility.

**Extra cleaning will be an additional hourly fee.

A non-refundable deposit of 50% due upon time of commitment, with the balance due one week prior to event.

Updated: September 2013