

1/14/2008

MESSIAH LUTHERAN CHURCH  
925 E. Seminole  
Springfield, MO 65807  
881-2192

**MEMBER USAGE OF FACILITY**

- A. Messiah Lutheran Church members may use a classroom, the Fellowship Hall or the Youth House ( with approval from the Youth and Family Minister). We hope that everyone will use good judgment in deciding which one to use. This suggestion is to keep our utility bill as low as possible.
- B. All Events in the church must be posted on our master Church Calendar. Any group, committee or other persons shall speak to the office administrator to clear a time and place for a desired meeting. Business Manager shall be informed of the request. Messiah Lutheran Church member events shall have priority over non-member meetings. Adult supervision is required.
- C. Alcoholic beverages are prohibited. Smoking is to be permitted outside all buildings.
- D. No Food or beverages are to be left in either of the kitchen refrigerators after a social function unless they are marked and dated for later use and a specific purpose.
- E. Waste baskets and garbage containers should be emptied into the trash container on the church parking lot before you leave your meeting. Please recycle every thing possible in appropriate containers (where they are located).
- F. A trained adult Messiah member shall be present to supervise the kitchen operation in the Fellowship Hall.
- G. One adult at each scheduled meeting must be designated to assure that thermostats are set to an unoccupied position (or set per instructions posted); that lights are out and doors are locked at the close of the meeting.
- H. It shall be the responsibility of the group using the facility to report to the church office any damage to property or equipment.
- I. No remuneration shall be expected for member group's use for funerals of members.

*Our policy is that the room(s) be left as clean as they are found. If special clean-up is necessary, the custodial fee is \$50.00.*