

8/4/2008

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

NON-MEMBER USAGE OF FACILITY

Requests for usage must be submitted at least one week prior to the use date. Requests must be reviewed by the Business Manager or one of the lead staff. Final approval will be given by one of the Messiah Lutheran Church Council executive committee.

A. It is the purpose and desire of the Messiah Lutheran Congregation to serve the community in appropriate ways. Due to the cost of heating, cooling, lights, etc., we would ask for a reasonable usage donation to be agreed upon to cover some of these costs.

A request form shall be completed by each group desiring to use our facilities. This form is to be kept on file and is available in the church office. Proof of Liability Insurance, references and adult supervision will be required. Groups with youth younger than 18, must have adult supervision. Two adults must be with each youth group. One additional adult must be added for each 10 youth.

Use of the dishwasher, coffee makers and food should be discussed prior to approval. Prior arrangements must be made for setup and take down of tables and equipment (audio/video etc.) needed for the function.

The *member usage regulations* (on back of this form) also apply to non-member groups.

B. We suggest the following usage donations for **non-profit** non-member groups who desire to use either of our two facilities: Youth House (Youth & Family Minister approval) or Fellowship Hall (**no classroom usage**). Usage is based on a **four hour** period.

1. Regular Schedule Group Meetings:

Youth House	\$10.00 a meeting
Fellowship Hall	\$30.00 a meeting

2. Meetings Plus Beverages:

Youth House	\$ 15.00 a meeting
Fellowship Hall	\$35.00 a meeting

3. Meeting Plus "Carry-in" Meal To Be Served

Youth House	\$20.00 a meeting
Fellowship Hall	\$65.00 a meeting

4. Meeting Plus Cooking Of Meal In Either Kitchen

Youth House	\$35.00 a meeting
Fellowship Hall	\$80.00 a meeting

Meetings longer than 4 hours will double the usage donation.

C. Messiah Lutheran Church reserves the right to terminate any activity at any time.

D. Continued use by Greene County for polling facility is exempt.