



Moe Lutheran Church

1202 2nd Street NE
PO Box 455
Roseau, Minnesota 56751

Phone: 218-463-2069
Fax: 218-463-3599
Office email: moelc@centurytel.net

Facility Use Policy

Part A: Permission for Facility Use

- Moe Lutheran Church affiliated ministry groups have full use of the building, subject to available space, as determined by the master calendar in the church office. Example: Bell Choir, Youth Group, Bible Study, etc.
- For all non-church ministry opportunities, a signed Facility Use Agreement form must be submitted to the church. Applications can be picked up from the church office or delivered via e-mail.
- Individual members in good standing of Moe Lutheran Church may request the use of the church building for personal use, subject to guidelines and availability.
- Non-profit service organizations in the community may apply to the church office for the use of our facilities, subject to availability. The usage may not conflict with the ministry activities or policies of the congregation. The staff or congregational council may approve or decline requests.
- Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of Moe Lutheran Church facilities, subject to availability. Such requests will only be granted when the group includes a member in good standing of Moe Lutheran Church who intends on participating in the group gatherings. The usage may not conflict with the ministry activities or policies of the congregation. The staff or congregational council may approve or decline requests.
- All ongoing or recurring scheduled use of the facility by outside groups will require approval of the Moe Lutheran Church Council.

Part B: Guidelines for Building Use

- It is expected that individuals and groups that use the Moe Lutheran Church facility will be good stewards and be responsible in the use of property and equipment.
- A church staff member is usually available Monday through Friday, 10 a.m. to 4 p.m. Any group using the facility must arrange for access to the building outside of these times.
- The facility must be left ready for its next scheduled use.
 1. Return all items to the location in which they were found.
 2. Place all trash in the large trash cans in the kitchen. If they are full, take the bags out to the dumpster in the parking lot found at the end of the sidewalk outside of the kitchen doors.
 3. Chairs and tables should be returned to the location they were in upon arrival. Do not drag stacks of chairs or individual tables across the carpet.
 4. Check restrooms. Be sure that the water is shut off and lights are turned off.
 5. Kitchen facilities must be left in the same or better condition than they were found.
 - Wash and put away all dishes, silverware, utensils, pots and pans, etc.
 - Wipe down all countertops, sinks, floors, and used tables.
 - Put trash and recycling in appropriate marked containers. If trash is full, take the bag out to the dumpster.
 - Do not use contents of the freezer, refrigerators, or cabinets unless given permission.
 - Groups using the facilities may use the two small pots to make coffee. All disposables and consumables (paper products, coffee, lemonade, etc) must be provided by the group.
- If you are the last group to leave, be sure all exterior doors are locked and latched.
- Alcoholic beverages are prohibited on church property, including the parking lot and lawn.
- Smoking is prohibited on church property, including the parking lot and lawn.

- Applicants will use the facility for the purpose set forth in the application.
- Any damage to the premises or facility arising from the applicant's use of the facility will be the responsibility of the applicant.
- Moe Lutheran Church reserves the right to cancel a reservation in the case of a funeral.

Part C: Procedures for Applying for Use

- Requests to use Moe Lutheran Church facilities for meetings and activities will be made through the church office Monday through Friday 10 a.m. through 4 p.m.
- Requests must be made by an authorized representative of the group.
- Applicants must pick up a copy of the Facility Use Policy and Facility Use Agreement at the church office or request them via e-mail.
- A signed Facility Use Agreement must be in the church office at least 10 days prior to the reserved date. For application of recurring events, allow more time for consideration by the Moe Lutheran Church congregational council at its next monthly meeting.

Approved: August 2013