

Saint Luke Lutheran Church

**5869 Ocean Highway West
Ocean Isle Beach, NC 28469**

Policy For Use of Church Facilities

It is the primary intent of the Saint Luke Church Council, as stewards of the Church property, to permit our church members and certain community orientated groups the use of any of the Church facilities.

Those individuals, whom are members of the congregation, currently in good standings, will be permitted use of the facilities, at no cost, providing there is no conflict with the normal activities of Saint Luke Church which will have priority.

In the case of non-member groups that request the use of any of the Church facilities the governing committee reserves the option to permit or deny such use of the facilities. In addition, the governing committee reserves the right to charge a fee for the use of such facilities as may be deemed appropriate. The fee is intended to recoup any additional expense as a result of the additional use, and indemnify the Church for items such as utilities, cleaning, insurance and any other expenses that may be incurred through use of the facilities and its contents.

Applications for such use should be submitted to the Saint Luke Parish Administrator's Office, no more than one year in advance. The office will first confirm the availability of the facilities for the requested time and date. The application will then be forwarded to the governing committee who will determine the appropriateness of the use and the application fee, if any. And then be approved or denied. After approval the form will be returned to the Administrator's office for notification to the requesting party of the approval or denial, and the applicable fee. Any such fees must be paid to the Administrator's office (checks made payable to St. Luke Lutheran Church) prior to the requested date of the use of the facilities.

The Fellowship Hall of Saint Luke usage would include parties, receptions, drop-ins, wedding receptions, reunions, anniversaries, or Church related functions. Clean-up will be the responsibility of each user.

The Sanctuary can be used for religious services only.
No alcoholic beverages (except wine in Holy Communion) nor non-prescription drugs may be used or served.

Nails, tacks or wire staples should not be used to secure decorations.

Arrangements regarding any of the wedding activity contributions are to be made by the bride and/or groom.

Rice, bird seed, confetti, etc. may not be thrown in any part of the Church buildings.
Bird seed is suggested as an alternative to rice which can be used outside the buildings.

If a rehearsal party is being planned and you desire the Pastor's family to be present, please let him know at least two weeks prior to the party.

Church property (chairs, tables, hymnals, etc.) may be borrowed by a church member, provided they are willing to assume responsibility for loss or damage.

Church property cannot be removed from the premises except by proper arrangements with the property committee.

All Church property is to be returned to its proper place after use.

It is the general policy of the church not to loan items of worship (e.g., candleholders, processional cross, funeral pall, choir robes).

Leave the kitchen sink and counter tops clean after use.

Put away any dishes or equipment in the proper places, only after proper cleaning.

Do not leave unused food in the refrigerator, freezer, or kitchen area.

Do not leave the ice scoop in the ice maker.

Do not allow food or grease to go down the kitchen sink drains.

Turn off stove, oven, and all electrical appliances.

Kitchen items may not be loaned.

Smoking is Prohibited in All Saint Luke's Buildings