



## Grace Lutheran Church

1300 Kishwaukee Valley Road  
Woodstock, IL 60098  
www.gracewoodstock.org  
(815) 338-0554

## Facility Usage Policy

### I. GENERAL

- A. In gratitude for God's blessings, Grace Lutheran Church (Grace Lutheran) is pleased to share its facilities with others. We envision our campus as a gift to the greater Woodstock community and desire it to be used to the glory of God.
- B. Scheduled worship services and programs of Grace Lutheran take precedence over all requests.
- C. For church closings and event cancellations, we will follow the "Grace Lutheran Church Closing Guidelines" for Severe Weather or Other Reasons. Grace Lutheran will follow D200 closing and cancellations as a primary guideline during the school year.
- D. Usage of facilities is for three hours unless otherwise arranged with the Administrative Secretary. It is understood that the rooms will be left as they were found, clean and in order. Groups using Grace Lutheran facilities are responsible for set up and take down of chairs and tables unless arrangements have been made at the time of the reservation. There may be a user fee if a custodian is needed for any set-up, take-down, clean up or other requested needs.
- E. Groups requesting the use of rooms at Grace Lutheran are to complete a "Building Usage Form" and submit to the Administrative Secretary at least **fourteen** (14) days before the event, though earlier submissions to reserve the space are encouraged. Fees are to be paid **seven** (7) days before the event.
- F. Grace Lutheran invites groups and causes that support the "Statement of Purpose" as outlined in Chapter 4 of its constitution to use its facilities.
- G. A \$200.00 security deposit is required **seven** (7) days prior to the use of the facility. The deposit will be refunded on inspection by the Building Superintendent for facility condition and cleanliness. The security deposit may be waived for groups listed in Section II below.
- H. Grace Lutheran's liability insurance does not cover groups or functions, except the "Service of Marriage", where a fee is being paid for the use of rooms and facilities. A Certificate of Insurance must be provided to the Grace Lutheran office by the party using Grace Lutheran's facilities prior to the event.
- I. At its discretion, Grace Lutheran may opt out of any rental or usage agreement if concerns appear and cannot be resolved.
- J. Special questions and concerns can be discussed with the Executive Committee of Grace Lutheran.



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**II. FACILITY USAGE FOR NO FEE IS ALLOWED FOR THE FOLLOWING GROUPS:**

- A. All programs, events and ministries supported by Grace Lutheran.
- B. Other congregations of the ELCA.
- C. Weddings of members (see Wedding Brochure), funerals and funeral receptions, baptisms and other pastoral acts conducted by the pastoral staff.
- D. Other groups and events the Executive Committee of Grace Lutheran deems acceptable to use Grace Lutheran’s facilities.

**III. FACILITY USAGE FOR A FEE IS REQUIRED FOR ALL OTHER GROUPS, INCLUDING:**

- A. Service of Marriage for those who are not members of Grace Lutheran (see Wedding Brochure).
- B. Receptions for Weddings.
- C. Bridal, baby and related showers and receptions.
- D. Private dinners, events and celebrations.
- E. Community groups.

**IV. FACILITY AREA FEES ARE AS FOLLOWS:**

A. Classroom .....	\$50
B. Parlor .....	\$100
C. Kitchen .....	\$200
D. Grace Center (up to 75 people) .....	\$100
Grace Center (over 75 people) .....	\$200
E. Narthex .....	\$100
F. Outdoor Area .....	\$100
G. Sanctuary .....	\$200
H. Luther Hall (up to 75 people) .....	\$150
Luther Hall (over 75 people) .....	\$250

**V. POTENTIAL ADDITIONAL FEES ARE AS FOLLOWS:**

A. Indoor event set-up and take-down .....	\$30
B. Custodial services for clean-up or other requested needs (per hour, per custodian) .....	\$30
C. Member User suggested donation .....	\$30