

# ZUMBRO LUTHERAN CHURCH BUILDING USE POLICY

## REGULATIONS

Use of the facilities of Zumbro Lutheran Church is subject to the following regulations:

- Zumbro Lutheran Church program needs have priority over all other requests.
- Approval to use Zumbro Lutheran's facilities depends on several factors. These factors include size of groups and required set up time, time and day requested, facility resources, and whether the activity aligns with our mission.
  1. Zumbro groups get priority
  2. Second priority goes to:
    - Primary mission partners
    - Downtown neighbors
    - Member connections
  3. Others/Outside facility users
- Parking implications need to be considered.
- Commitments to outside groups may have to be altered due to unexpected church needs such as funerals. Zumbro will attempt to give as much pre-notice as possible.
- The entire Zumbro Lutheran Church building and entrances are smoke-free.
- There are to be no alcoholic beverages brought into or consumed on the church premises without previous approval from administration.
- Groups paying a building usage fee will pay the deposit within two weeks of their approved request.
- All groups using Zumbro Lutheran Church facilities are expected to leave the area(s) used in the same condition as provided including washing tabletops, re-setting chairs, collecting trash.
- Each group is responsible for informing attendees the location of their meeting. A host/hostess and/or directional signs should be provided by the group, if desired.
- Equipment cannot be removed from the church building except for church functions.
- A cell phone number should be made available to attendees in case of an emergency. Zumbro Lutheran Staff will not be responsible for messages.
- If any damage is caused by a group using the facility, the group will pay to fix or replace that which is damaged.
- The building may be closed to all groups due to inclement weather.
- Zumbro's normal hours of operation are **Sunday–Thursday 8AM–9PM and Friday 8AM–4PM**. An additional facility/staff presence fee for requests taking place after hours may be added to events taking place outside of normal hours.

## HOW TO RESERVE ROOM(S)

Please contact Zumbro's Office Manager to reserve a space in our facility.

- Rooms are subject to availability and room capacity requirements. Per fire code, we will not permit the use of rooms that are too small for larger groups.
- Technology is not available in every room. If you require technology, please request at the time you submit your reservation. An additional fee applies to the use of these items. We do not provide laptops.
- Reserved rooms and times can be subject to change depending on Zumbro Lutheran programming or funerals.
- Please keep to the scheduled time that you requested. Some rooms are booked back to back with additional set up time for the next reservation.
- Custodial Fees are added in to building/room rental occurring during normal operating hours. Custodial Fees will be added to events occurring outside of normal operating hours.

## FEE SCHEDULE

Room	Discounted Hourly Rate	Standard Hourly Rate
Kairos Room	\$50	\$100
Fireside Room	\$70	\$140
Gathering Space Enclosed	\$55	\$110
City View	\$30	\$60
Sanctuary	\$85	\$170
Gathering Space Open	\$55	\$110
Choir Room	\$50	\$110
Nursery <i>(must pay and use our nursery staff)</i>	\$30 <i>(\$13-\$19 per staff/per hour)</i>	\$60
Banquet Room (lowest level)	\$30	\$60
Gym (lowest level)	\$85	\$170
Classroom Space <i>**user is responsible for resetting room and leaving as space found</i>	\$50	\$100
East Patio (outdoor)	Suggested donation	Suggested donation

Sinclair Parking Lot	\$100	\$200
North Parking Lot	\$200	\$400
Zumbro Parking Lot	TBD	TBD

**ADDITIONAL FEES, if required**

Gathering Space or Fireside Kitchen	\$25/hour
Main Kitchen (gym/banquet)	\$35/hour
Sound System/Tech	\$20/hour
*Custodial (after hours)	\$20/hour
*Facility/Staff Presence Fee (after hours)	\$25/hour

\*To be determined by Administrative Staff

**LONG TERM FACILITY USE**

“Long Term Facility Usage” is defined as a Room Use Agreement where four (4) or more usages are scheduled for the same activity, the same space, with a committed schedule under the same agreement terms. Long Term Facility Usage Fees may extend for a term of one (1) year.

**CANCELLATION POLICY**

In the case of the cancellation of a scheduled facility usage, the responsible party should notify the church in writing or email as soon as possible. Refund of the deposit (if required) will taken in to consideration on an individual basis.

- A cancellation by the party requesting facility usage will be determined on an individual basis.
- A cancellation caused by severe weather as noted by the Severe Weather Center – refund of the deposit or paid fees.
- A cancellation determined by Zumbro Lutheran Church – refund of the full deposit or paid fees.

**SECURITY**

Our church works to maintain a safe and secure environment for all. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for the theft or damage of personal property.