

St. Martin's Facility-Building Rental
(Appendix C – St. Martin's Lutheran Church Facilities Use Policy)

Please contact the church office regarding use of the facilities for weddings or funerals. Separate policies apply for these events.

Please refer to the requirements and fee structures before completing and submitting the reservation request form for review

When your reservation request is approved, return to the facility use webpage to pay online by clicking "Pay Now" to either make a deposit to secure your reservation or to pay the full amount. A non-refundable deposit of 25% of your anticipated fee is required to reserve space. Until the deposit payment is received, the space is not reserved. Full payment must be received no later than 2 weeks prior to the event. If full payment is not received by 2 weeks prior to the event, the reservation will be released.

Use requests are processed by church staff as promptly as possible. Please allow 2-3 business days for a response.

St. Martin's Lutheran Church facilities are used for worship, Christian education, a preschool, and congregation life. St. Martin's also allows its space to be used by members, staff, and others in the community for social, cultural, or athletic events, if these events are deemed to be in the community interest.

The facilities are designed to be a place where people learn to honor God, love and respect family and neighbors, compete fairly and honorably, cherish life, and grow in healthy development of body, mind, and spirit. The facilities must be treated with care and respect at all times. All permitted activities will be conducted in a manner that recognizes that the facilities are located and operated within a house of worship. Possession of alcohol, vaping supplies, and tobacco products is prohibited on the premises.

Church, preschool, and certain private events for members and church and school staff are available at no charge. These include:

- Member baptisms, confirmations, preschool art shows, Christmas shows, Fall Fest, etc. and associated receptions
- Church committee and Connections meetings, congregation report-out events, potlucks, etc.
- Use by organizations closely affiliated with St. Martin's Lutheran Church or the Evangelical Lutheran Church in America (St. Martin's Endowment Board, Austin Helps Honduras, Lutheran World Relief, Crosstrails Ministry, UpBring/BeReal, etc.)
- Organ practice sessions for professional organists, if approved by a St. Martin's Music Director
- Private birthday and anniversary parties for members and staff

SMLC is pleased to offer paid rental of its facilities for outside organizations. Examples where hourly fees apply include:

- Concerts or other music events
- Classes, meetings, music lessons, kids' birthday parties, AA meetings
- Use of the gym for basketball groups and other sporting events
- Non-member receptions and celebrations

Insurance and liability waiver requirements for rentals:

- Outside organizations are required to provide an initial and annual renewal Certificate of Insurance with General Liability limits of \$1 million per occurrence and a \$2 million aggregate. The General Liability insurance must have Additional Insured status naming St. Martin's Lutheran Church as an Additional Insured on a primary and non-contributory basis. The General Liability insurance must have a waiver of subrogation in favor of St. Martin's.
- Groups that are not part of an outside organization are required to complete a Liability Waiver.
 - Groups with regular membership must submit signed waiver forms no later than 2 weeks before the first reservation date with all members signing the document. New group members must submit a waiver before joining. Groups must reconfirm that all users have signed a waiver quarterly. Forms must be resigned and resubmitted annually.
 - Groups with irregular membership will submit a waiver form signed by all attendees upon arrival before each use of the facilities.

All charges are calculated per hour or fraction of an hour from initial entry until final exit.

<u>Indoor Facility Spaces</u>	<u>Per Hour</u>
Conference Room 231	\$20
Meeting Room 230	\$20
Room 314	\$20
Room 316	\$20
Practice Room 333	\$30
Parlor	\$30
Chapel	\$30
Choir Room	\$30
Gym	\$50
Fellowship Hall	\$75
Kitchen	\$135
Nave (Rehearsals)	\$75
Nave (Recitals)	\$250
Nave (Recordings)	\$500*
Nave (Concerts)	\$500*

*Includes basic tech support, and facilities monitoring. Additional tech support is available at \$35/hr. Video support is available at \$90/hr.

St. Martin's commercial kitchen may only be used by professional caterers or others who are on record with the church office as having been trained in proper use of the equipment. Use of St. Martin's food or consumable kitchen supplies is prohibited.

<u>Outdoor Spaces</u>	<u>Per Event</u>
School Playground	\$100
Worship Park	\$600
<u>15th Street Parking Lot</u>	<u>Per Event</u>
Small meetings from noon to 1:00 pm	\$150
Evening events after 5:30 pm	\$250
Saturday events	\$500