

CROSS OF CHRIST LUTHERAN CHURCH GUIDELINES FOR CHURCH USE BY MEMBERS

weddings, receptions --groom's dinner, birthday parties, bridal showers, baby showers, family reunions, etc.

1. **Sanctuary & Fellowship Halls** – There is no set fee for use of the sanctuary and/or fellowship halls. *Honorariums are always welcome.*
Make check payable to "Cross of Christ Church".

****No church property may be moved or rearranged.***

****There is to be no non-sacramental use of alcohol in church-owned buildings or parking lot and no smoking in church buildings.***

2. **Kitchens & Tablecloths** – There is no set fee for use of the kitchens. If the linen tablecloths are used, a nominal fee of \$50 will be charged. The Kitchen Committee will launder the linens and other items.

Make check payable to "Cross of Christ WELCA."

3. **Organist** – A fee of \$200 (for weddings) will be charged for the services of the church organist. **Make check payable to the organist.** For other events, the fee will be negotiated.

4. **Custodian** – The custodian is responsible for setting up and returning tables and chairs and cleaning up afterwards. There is a custodial fee of \$100 for all receptions, groom's dinner, etc.

5. **Custodial Fee for Weddings**

Large wedding \$200; Small wedding (25 people or less) \$100

*The Groom's dinner is not included in the wedding fee, see #4 above.

Make check payable to the custodian.

6. **Clergy** – An honorarium for weddings is not required but appreciated.

7. **Food** – All food, beverages and paper products must be supplied by the member. **(no red or purple beverages are allowed)**

AT LEAST ONE MEMBER FROM THE "HOST GROUP" SHOULD HAVE COMPLETED THE SHORT KITCHEN SAFETY TRAINING, WHICH HAS BEEN PROVIDED BY OUR CHURCH.

OR

A WELCA or Kitchen Committee Member, who has completed the Kitchen Safety Training, must be contacted regarding the event (by phone or in person).

8. **Rentals** – No movable church property (tables, chairs, kitchen utensils, etc.) can be removed from the church premises or rented out.