

BIG TIMBER LUTHERAN CHURCH BUILDING USE POLICY

The first step is to contact the Senior Pastor at the Big Timber Lutheran Church office in Big Timber. The church office phone number is 406-932-5723. Involvement of any other clergy for a ceremony must be approved by our Pastor.

You are not on the official calendar until the down payment is received. One-half of the total usage fees plus the full cleaning deposit is due at time of scheduling. The last half payment is due 30 days before the use or function.

The Church Constitution defines a church member as "one who is confirmed, communing, and contributing to our church." Member and Non-member fees apply.

FEES: The amounts charged are based on the number of people, and cumulative wear and tear on the facility and various parts of the building. Building use fees are payable to Big Timber Lutheran Church.

A \$100 cleaning deposit is required. This amount is refundable after use if the church is left clean and as you found it.

Non-Member Usage

Sanctuary: Up to 100 people \$300

100 people or more \$450

Parish Hall: 1-3 Hours \$50, 4-5 Hours \$100, 6+ Hours \$150

Kitchen: Contact the President of the Big Timber Lutheran Church Women to reserve the kitchen. The Office can furnish that name and number.

Member Usage

Sanctuary: Up to 100 people \$150

100 people or more \$225

Parish Hall: 1-3 Hours \$25, 4-5 Hours \$45, 6+ Hours \$55

Kitchen: Please schedule the kitchen through the Church Women.

Partial Use (Coffee Urns Only) \$15, Full Use \$75, Catered Events \$75

RULES:

No alcoholic beverages or smoking is allowed in any part of the Sanctuary, Parish Hall, or Church grounds.

You are expected to pick up after yourselves and leave the Church and grounds in the same condition as you found them. All food and garbage should be removed from the premises. Any extra cleaning by janitors (i.e. candle wax, food stains, garbage, etc.) will be deducted from the cleaning deposit and/or billed to the lessee. Clean up will immediately follow the event.

No pets or animals are allowed in any of the church buildings.

You may have access to the church the day before the function to set up, decorate and rehearse, if you wish. Entry will be handled by a key furnished by the Pastor, so you may work during off hours.

We request no glitter or helium balloons be used. Birdseed or bubbles are allowed **OUTSIDE ONLY.**

Weddings will be a Christian Worship Service with appropriate music approved by the Pastor.

Fees will be refunded at the cancellation of an event at the discretion of the Pastor.

I/We agree to abide by this policy.

Signed: _____

Date: _____

Building use requested:

Sanctuary _____

Parish Hall _____

Kitchen _____

Cleaning Deposit **\$100** (refundable)

Total _____

BIG TIMBER LUTHERAN CHURCH WEDDING POLICY

The first step is to contact the Senior Pastor at the Big Timber Lutheran Church office in Big Timber. The church office phone number is 406-932-5723. Involvement of any other clergy for a ceremony must be approved by our Pastor.

You are not on the official calendar until the down payment is received. One-half of the total usage fees plus the full cleaning deposit is due at time of scheduling. The last half payment is due 30 days before the use or function.

The Church Constitution defines a church member as “one who is confirmed, communing, and contributing to our church.” Member and Non-member fees apply.

Fees: The amounts charged are based on the number of people, and cumulative wear and tear on the facility and various parts of the building. Building use fees are payable to Big Timber Lutheran Church.

A \$100 cleaning deposit is required. This amount is refundable after use if the church is left clean and as you found it.

Non-Member Usage

Sanctuary: Up to 100 people \$300

100 people or more \$450

Parish Hall: \$150 for less than 100 people, \$200 for more than 100 people.

Kitchen: Contact the President of the Big Timber Lutheran Church Women to reserve the kitchen. The Office can furnish that name and number.

Member Usage

Sanctuary: Up to 100 people \$150

100 people or more \$225

Parish Hall: \$75 for less than 100 people, \$100 for more than 100 people.

Rules:

No alcoholic beverages or smoking is allowed in any part of the Sanctuary, Parish Hall, or Church grounds.

You are expected to pick up after yourselves and leave the Church and grounds in the same condition as you found them. All food and garbage should be removed from the premises. Any extra cleaning by janitors (i.e. candle wax, food stains, garbage, etc.) will be deducted from the cleaning deposit and/or billed to the lessee. Clean up will immediately follow the event.

No pets or animals are allowed in any of the church buildings.

You may have access to the church the day before the function to set up, decorate and rehearse, if you wish. Entry will be handled by a key furnished by the Pastor, so you may work during off hours.

We request no glitter or helium balloons be used within the Sanctuary. Birdseed or bubbles are allowed **OUTSIDE ONLY**.

Weddings will be a Christian Worship Service with appropriate music approved by the Pastor. Suggested gratuities for services are as follows:

Pastor	\$150	Bulletins	\$25 per 100
Organist	\$100	Soloist	\$50

Fees will be refunded at the cancellation of an event at the discretion of the Pastor.

I/We agree to abide by this policy.

Signed: _____

Date: _____

Building use requested:

Sanctuary	_____
Parish Hall	_____
Kitchen/Food	_____ (total forward from WELCA sheet)
Cleaning Deposit	<u> \$100 </u> (refundable)
Total	_____

