



Policy for Weddings, Funerals and Other Special Events Held in the Sanctuary

(Approved May 15, 2016)

General: Lynnhurst Congregational UCC will make its sanctuary and facilities available for weddings, funerals and other special events to members and nonmembers under these policies and conditions. The Sanctuary area is only available for these ceremonies and special events to members their families, or to non-members who use Lynnhurst's Senior Pastor to officiate or co-officiate. Non-members are required to pay the fees associated with the event set by the church and the Trustees. Members are not required to pay the set fees but are strongly encouraged to make a donation to the church that covers the cost and any honorariums involved in the service or event.

Request Process: Individuals or groups ("Applicant") who are requesting the use of Lynnhurst facilities for weddings, funerals, or special events should follow the process below:

1. Individuals, couples or families interested in scheduling such an event should request an application from the church office, complete it and return the application to the office and request a meeting with the Senior Pastor.
2. Setting the event date: The date requested should be cleared with the church calendar and with the calendar of the church's Senior Pastor and the Organist if appropriate.
3. Rehearsal date (if necessary): Date for the rehearsal should also be cleared with the church's calendar, the Senior Pastor's calendar and the Organist if appropriate.
4. Dates are scheduled on a first come first serve basis. Members are given first priority; however, once a date is committed, members cannot request the date to be changed. In addition, use of other areas of the building must be coordinated with the church commitments and tenants.

Music: If a wedding or funeral requires music, the applicant must use the church's Organist. If the applicant would like to make arrangements to utilize a musician other than the church's Organist, they are still required to pay the fee (The church's Organist is still paid in that event). The date and time for the event and the rehearsal need to be coordinated with the church's Organist. Any additional tuning of the church's piano prior to the event is at the Applicant's expense.



Use of Sanctuary and other areas of the church: The use of areas outside of the Sanctuary must be requested and coordinated when the event is being planned. If the Applicant requests use of the first floor lounge, second floor lounge, and/or the gym, it is subject to the other commitments to the church's tenants and current church commitments. The use of those areas also requires additional rental fees as set by the Trustees. Again non-members are required to pay the set fees and members are strongly encouraged to make a contribution to the church to cover the costs of holding the event (cleaning, utilities, etc.).

Staff Member:	Fee:
Clergy (Senior Pastor)	
Lynnhurst Members	No Charge (Members are encouraged to make an honorarium directly to the Senior Pastor)
Nonmembers:	\$300.00
Organist (preparation, planning, rehearsal, & ceremony)	Weddings: \$275.00 Funerals: \$225.00
Custodian (Set-up, cleaning before and after ceremony)	\$50.00
Sound Technician	\$35.00/hour

Required staff fees are paid to Lynnhurst UCC and the church is responsible for paying the staff.



Facilities Rental Guidelines and Fees

Rental of Sanctuary for Weddings and Funerals:

Members:	No Charge (Members are encouraged to make a contribution that covers the cost of utilities, the opening and closing of the Church, cleaning the church after the event, and any set up and break down for the event if required.)
Nonmembers:	Fees are set by the Trustees of the Church. See current fee schedule.

Rental of Sanctuary for other Special Events:

Members:	No Charge (Members are encouraged to make a contribution that covers the cost of utilities, the opening and closing of the Church, cleaning the church after the event, and any set up and break down for the event if required.)
Nonmembers:	Fees are set by the Trustees of the Church. See current fee schedule.

Rental of Additional Spaces: 1st Floor Lounge; 2nd Floor Lounge; and/or Gym:

Members:	No Charge (Members are encouraged to make a contribution that covers the cost of utilities, the opening and closing of the Church, cleaning the church after the event, and any set up and break down for the event if required.)
Nonmembers:	Fees are set by the Trustees of the Church. See current fee schedule.

These fees are set by the church's Trustees and are subject to change. The current fee schedule is attached and generally covers a 2-3 hour period for use during the event. Members are not charged a fee but are encouraged to make a contribution to cover the costs of making these spaces available for their use. Nonmembers are required to pay the fees listed on the schedule.



Deposits and Payments: Applicants are required to make a deposit of half of the estimated cost or \$250.00 whichever is less and within two weeks of the application to hold the date. The balance of the fees is due prior to the event.

Liability Waiver and Building Use Policy and Procedures: Applicants are required to agree to and sign the Liability Waiver and the Building Use Policy and Procedures prior to the event.

Wedding Licenses: Applicants requesting to be married at Lynnhurst UCC are required to secure a valid Minnesota wedding license and to bring the license to the ceremony so that it can be signed and authenticated by the Senior Pastor.



Liability and Building Use Policy and Procedures

Liability statement: The Applicant agrees to assume full responsibility for any injury to persons attending the event and responsibility for any damage to the church or loss of property as a result of renting the building or any portion thereof during the time this agreement is in effect. The Applicant also agrees to indemnify Lynnhurst UCC, its employees or representatives against any claims resulting from the use of the building during the time it is being rented. Lynnhurst reserves the right to cancel this agreement with reasonable notice for any reason. By signing this form, the representative for the Applicant agrees to the terms and conditions of this liability statement and rules and conditions as stated in the Building Use Policy and Procedures listed below.

Building Use Policy and Procedures for Weddings, Funerals and Other Special Events

The following policy and procedures cover Lynnhurst Church building uses for weddings, funerals and other special events.

1. **Parking:** Please inform your guests that there is only street parking available and that in the winter, during snow emergencies, parking can be restricted to one side of the street or the other.
2. **Catering/ Food:** If an outside caterer is part of the event, the caterer should contact the Lynnhurst office to coordinate any special requirements. Any leftover food and/or trash generated by the event must be removed from the church by the caterer.
 - a. Any items used from the church's kitchen must be cleaned and returned to their proper storage area.
3. **Smoking:** Lynnhurst Church is a smoke-free environment and smoking is not allowed inside or outside the church building.
 - a. With the exception of the sanctuary, no open flame items such as candles can be used inside the church building during the event.
4. **Flowers:** If flowers are part of the event, the florist or funeral home should contact the church's office to coordinate delivery and set-up.
5. In the event that the Building Superintendent or a Lynnhurst representative is not present at the end of the event, the responsible party is required to make sure all lights are turned off and that the building is locked and secured after everyone has left.

Applicant's Representative

Date

Lynnhurst Representative

Date