

# Messiah Evangelical Lutheran Church

402 N. First Street, Lindsborg, KS 67456

P: 785-227-3977 | F: 785-227-3978 | mlchurch@mlc.kscoxmail.com

## FACILITY USE AGREEMENT

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Name of Individual or Group: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Person representing the group: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

Messiah Church Member? Yes [ ] No [ ]

Reservation Date(s): \_\_\_\_\_

Time in: \_\_\_\_:\_\_\_\_ Time out: \_\_\_\_:\_\_\_\_

Area of facility to be used (check all that apply):

\_\_\_\_ Sanctuary

\_\_\_\_ Fellowship Hall with Kitchen

\_\_\_\_ Fellowship Hall Only

\_\_\_\_ Basement with Kitchen

\_\_\_\_ Basement Only

\_\_\_\_ Classroom(s) List:  
\_\_\_\_\_  
\_\_\_\_\_

No Fees are required for Not-for-Profit Individuals or Groups or for Messiah Church Members doing Not-for-Profit or family events.

Total Facility Use Fees Due: \$ \_\_\_\_\_  
(Checks should be made payable to Messiah Church.)

Security Deposit: \$ \_\_\_\_\_  
(In some instances a separate security deposit may be required.)

Total Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Special Needs (set-up for tables, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Church Representative: \_\_\_\_\_

Signature of Individual/Group Representative: \_\_\_\_\_

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**FACILITY USE POLICY** Messiah Evangelical Lutheran Church is pleased and grateful to have facilities that can be used, not only by our members, but that we can share as a service to our community. We ask that you read and agree to comply with the following guidelines before using our church facilities.

1. Use of the building should be arranged with the church office in order to avoid conflicts in scheduling. Church functions have priority.
2. There is no charge for Not-for-Profit organizations or for active members to use the church facilities for family events or not-for-profit events. **There are separate policies in place for Weddings and Funerals.** (Ask the church office)
3. Special use of the Fellowship Hall and Kitchen by organized groups for fund-raising projects will be negotiated depending on the time involved and the nature of the event.
4. The person requesting use of the building must sign the **BUILDING USE AGREEMENT** and is **responsible for any damages**. Any special set-up of tables, etc. can be requested when reserving the building. **NOTE: Only authorized persons can fold and move the stage.**
5. All users are required to return the Fellowship Hall to the condition in which they found it and are responsible for leaving the tables and chairs in their original set-up. (Please refer to the set-up chart in the kitchen on the north wall cabinet.) **Messiah is a plastic-free congregation.** We strive to be good stewards of creation by not adding plastics and non-biodegradable products to the landfill. Please use biodegradable products or feel free to hand wash, dry and put away silverware, dishes and table service in the kitchen. Please take all trash outside to the dumpster in the alley on the east side of the building. Please vacuum as needed. (The vacuum cleaner is in the Fellowship Hall closet.) **PLEASE BE ENERGY CONSCIOUS AND TURN OUT LIGHTS WHEN LEAVING.**
6. No church property and/or equipment shall be taken from the church without prior approval of an authorized representative of the church.
7. Alcoholic beverages and tobacco use **is prohibited** on the premises.
8. The use of glitter for decorating **is prohibited**.
9. **Portable stage:** Only authorized persons are allowed to fold, unfold, or move the stage.
10. Use of candles **is prohibited**.
11. No food or drink is allowed in the Sanctuary.

Fees for the use of church facilities **for non-members** are as follows:

- A \$50 security deposit is required for non-members. In addition, the following fees apply:
- Sanctuary:           \$20/hour     \$50/day
- Fellowship Hall:     \$20/hour     \$50/day
- Basement:            \$20/hour     \$50/day
- Classrooms:         \$20/hour     \$50/day

(White tablecloths are available for a \$2/cloth laundering fee.)