

Facility Use Policy

Adopted on April 19, 2023 by the San Marcos Lutheran Church
Council. Revised December 2024.

San Marcos Lutheran Church
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1. All groups using the facility shall reserve the space(s) in advance. More than one group may be using the facility simultaneously. Use of the Luther Hall restrooms is granted to all rental groups for the duration of their event.
2. Use of the facilities will be granted following these procedures:
 - a. Contact the Office Manager for availability of the date(s) of your event(s) and to receive the **Facility Use Request** form. The form(s) can also be downloaded from the SMLC website.
 - b. Submit the **Facility Use Request** form to the Office Manager in person, by mail, or via attachment to an email.
 - c. The **Facility Use Request** must be approved and signed by either the Office Manager, Pastor, or a member of the SMLC council.
 - d. Upon approval, the Office Manager will send the applicant the **Facility Use Agreement**, **Fee Addendum** and other relevant forms, such as the **Key Request Form**, **Kitchen Use Agreement**, **Damage Rider(s)**, and the **Child Safety Policy Acknowledgement**.
 - e. Receipt of all relevant forms and the event deposit will finalize the event booking.
3. Facility use fees will be paid according to this Facility Use Fee Schedule:

Refundable Damage Deposit	Due with submission of Facility Use Agreement , refundable after completion of the post-event inspection by the Office Manager or Pastor. The deposit can be retrieved only by the signer of the Facility Use Agreement or mailed to the address listed on the Facility Use Fee Addendum .	\$100
Refundable Key Deposit	Due with submission of the Facility Use Agreement and Key Request Form . The deposit will be returned to the signer of the Key Request Form with the return of the key. The deposit can be mailed to the address listed on the Key Request Form .	\$25 per key
Parking Lot Gate Fee	If an event is scheduled during a time when the rest of the SMLC campus is unoccupied, an SMLC representative will be required to unlock the parking lot gate(s). This fee will be assessed on a case-by-case basis for weekday events and on all Saturday events.	\$50/ instance
Open/Close Fee	In lieu of a key, a group can request an SMLC representative open and close the facility for the event(s). This fee is assessed separately from the Parking Lot Gate Fee and is assessed on a case-by-case basis for Sunday-Friday events and on all Saturday events.	\$25/ instance

Base Facility Use Fee A	Use of Luther Hall in accordance with the Facility Use Agreement for a group of 10 or fewer expected attendees.	\$25/hour
Base Facility Use Fee B	Use of Luther Hall in accordance with the Facility Use Agreement for a group of 11–30 expected attendees.	\$50/hour
Base Facility Use Fee C	Use of Luther Hall in accordance with the Facility Use Agreement for a group of 31 or more expected attendees.	\$75/hour
Base Facility Use Fee D	Use of the Sanctuary in accordance with the Facility Use Agreement for a group of any size.	\$100/hour
Refundable Kitchen Use Deposit	Due with submission of the Kitchen Use Agreement , refundable after completion of the post-event inspection by the Office Manager or Pastor. The deposit can be retrieved only by the signer of the Facility Use Agreement or mailed to the address listed on the Facility Use Fee Addendum . For recurring use of the kitchen, the deposit will be held until inspection after the final use of the kitchen.	\$100
Kitchen Use Fee A	Light use of the kitchen for the service of beverages only, in accordance with the Kitchen Use Agreement .	\$10/event
Kitchen Use Fee B	Full use of the kitchen, in accordance with the Kitchen Use Agreement .	\$50/hour
A/V Use Fee A	Use of the television, DVD player, and/or microphones in Luther Hall by a member of the rental group.	\$10/event
A/V Use Fee B	Operation of the television, DVD player, and/or microphone in Luther Hall and/or the microphone(s) and recording equipment in the Sanctuary by an SMLC representative. <i>Subject to availability.</i>	\$25/hour

4. Facility use can be scheduled beginning no earlier than 8am and ending no later than 9pm on Mondays–Saturdays. Facility use on Sundays may be scheduled beginning no earlier than 1pm and ending no later than 9pm. Failure to vacate the SMLC campus by 9:30 pm may result in a deduction from or forfeiture of the Damage Deposit.
5. Rental of any part of the facility does not include set-up or take-down by SMLC. All tables, chairs, and other furnishings will be returned to their original locations by the rental group. The Office Manager can assist you in understanding what set-up or take-down will be necessary for your event. Any damages to the facility during the course of the rental use are the responsibility of the renter.
 - a. No adhesives, tapes, pins, nails, tacks, etc., may be used to secure decorations, announcements, or other items to the walls or windows. Painters' tape and suction cups are permitted. Bulletin boards or portable easels are recommended.
 - b. All items belonging to the group will be removed as part of the take-down, unless a **Storage Agreement** has been reached with the SMLC council.
 - c. As part of the take-down after the event, the rental group will collect all trash on the floors, tables, chairs, and any other furnishings. The floor will be broom swept if

necessary. The garbage and recycling will be taken to the appropriate receptacles in the upper parking lot.

6. The event(s) will begin and end within the time established in the **Facility Use Request** and **Facility Use Agreement**. The rental group will be charged for overtime in accordance with the fee schedule (#3).
7. Smoking is strictly prohibited on the entirety of the SMLC campus.
8. Consumption of alcoholic beverages is permitted within strict adherence to all applicable California laws.
9. Excessively loud noises or music are not allowed in Luther Hall during operating hours of the SMLC Children's Center unless prior written agreement is obtained with the Children's Center Director.
10. Scheduled building use may include permission for use of the kitchen. Use of the Luther Hall kitchen requires completion of and adherence to the **Kitchen Use Agreement**.
11. Groups that expect to have children at their event must acknowledge that California regulations are being followed, as outlined on page 3 of the **Facility Use Agreement**. Children attending events must be supervised by parents or caregivers and stay within the rented space. Groups that do not expect to have children present but whose event is hosted during operating hours of the SMLC Children's Center must read the **Child Safety Policy**.
12. Facility use does not include use of 3433 Grand Avenue, including parking in or near its driveway. Rental groups shall not disturb the occupants.
13. Decisions concerning applications for use of the facility, their appropriateness, and the fee schedule are made by the Office Manager and Pastor or by the entire SMLC Council.