

**Fir-Conway Lutheran Church**  
**Memorial/Funeral Service**

**Facilities Use Application**  
**&**  
**Planning Materials**

# Scheduling a Memorial/Funeral

We want to express our deepest sympathy for the loss of your loved one. Please review the attached application, fees chart, and planning materials.

## **Step 1.**

### **Select possible dates, time, and location.**

Download and complete the Memorial/Funeral paperwork at [www.firconwaylutheran.org/facilities](http://www.firconwaylutheran.org/facilities) or ask the Front Office for packet.

Call the Front Office at 360-445-5396 to check the church's availability for date and desired time. Please let us know if you would like the service at the church or cemetery.

If you would like the Pastor to take part in the service, inquire of her availability.

Would you like the event recorded or livestreamed?

## **Step 2.**

### **Make payment and confirm date.**

Note the fees chart (page 4) and that there is a difference in cost for members and non-members.

Use the fees chart to determine expenses.

Once paperwork is complete, payment(s) will be needed at least a week before the service.

Please let us know if the deceased had an Estate that we will need to consult.

## **Step 3.**

### **Other considerations.**

If the memorial service is to be held at the church, the pastor and the funeral director will work together. Please let us know if the deceased was a member of the Elks, Veterans, a Local Tribe, Sons of Norway, etc., and who we should be in contact with.

The church may be able to provide a reception (see fee chart on page 4). Or you can arrange outside catering, please alert the office and assigned coordinator.

Consider how you would like to have any memorial funds (from friends and family members) gifted to Fir-Conway Lutheran Church used in the name of your loved one.

Please share with your attendees that the church and its facilities is not able to accommodate early arrivals or to serve as a gathering point prior to services at a cemetery or another location. As a preschool location, we must ensure the safety of the children and we strive to schedule receptions and services after the children have left for the day (after noon).

# Fir-Conway Lutheran Church

## Memorial/Funeral Service

Name of Group: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time Facility is Needed From: \_\_\_\_\_ To: \_\_\_\_\_

Specify Rooms/Area Needed with suggested minimum donation (1-2 hours):

<b>Funerals/Memorials (250 Guests)</b>			
Musician		\$150.00 *payable to the Musician	
Pastor at the church		\$150.00 *payable to the Pastor	
Pastor at graveside		\$100.00 *payable to the Pastor	
Facilities use - Non-FCLC Member*	For 2 hours	\$150.00 payable to FCLC	\$25.00 per hour over 2 hours
Reception w/cookies (Non-FCLC Member)		\$150.00 payable to FCLC	
Reception: You provide food/beverages (Non-FCLC Member)		\$100.00 payable to FCLC	
Facilities use - FCLC Member		No Charge	
Reception - FCLC member		Voluntary Donation payable to FCLC	

**A Facilities Use Coordinator will be scheduled to work with you for your function. This person will open and close the building and will be available to answer any questions during the time of your use of our church facilities.**

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

If there is a member of Fir-Conway Lutheran Church who is also a member or associate of the applying group and who will accept responsibility for the proper use of the facilities:

Church Member: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

# Hold Harmless Agreement

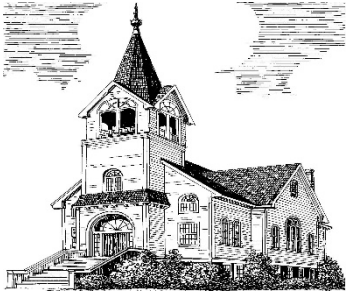
I/We, the undersigned, in consideration of being allowed to use the property and/or facilities of Fir-Conway Lutheran Church in Mount Vernon, Washington, do agree to hold the said church, its officials, employees and volunteers, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the building/premises, sustained by any person or persons, provided that any such claim, damage, loss of expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property caused by the tortuous act or negligent act or omission of undersigned, its employees, agents, volunteers or subcontractors.

\_\_\_\_\_  
Printed Name and Signature of Applicant Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Fir-Conway Lutheran Church Representative Date \_\_\_\_\_

**Copy to be given to applicant after approval. Original application to be retained in church file**

<b>For Church Office Use</b>		
Approved: <input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Approval _____
Rooms/Areas to be Used: _____		
Donation Paid \$ _____	Receipt Number: _____	
<b>\$200.00 Damage Deposit (to be refunded if no damage is noted)</b>		
Damage Deposit Paid \$ _____	Receipt Number: _____	
<b>Invoice</b>		
Paid \$ _____	Receipt Number: _____	



# Fir-Conway Lutheran Church

## Memorial/Funeral Service

18101 Fir Island Road  
Mount Vernon, WA 98273  
(360) 445-5396

[secretary@firconwaylutheran.org](mailto:secretary@firconwaylutheran.org)

[pastor@firconwaylutheran.org](mailto:pastor@firconwaylutheran.org)

Contact person for planning purposes: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to the deceased: \_\_\_\_\_

Other family/friends helping with arrangements: \_\_\_\_\_

\_\_\_\_\_

Funeral Home you are working with: \_\_\_\_\_

\_\_\_\_\_

Will this be a Memorial Service? \_\_\_\_\_ Or Funeral Service? \_\_\_\_\_

Will this be held at the Church? \_\_\_\_\_ Or Cemetery, which cemetery? \_\_\_\_\_

\_\_\_\_\_

Would you like a church's musician to play at the service? \_\_\_\_\_

Would you like a reception to follow? \_\_\_\_\_ Church provided \_\_\_\_\_ You provide \_\_\_\_\_

Would you like the church to provide a program? \_\_\_\_\_

If so, how many copies would you like? \_\_\_\_\_

Will you be using the church's Pastor or the funeral home-provided officiant? \_\_\_\_\_

If you would like the church's Pastor, do you have any requested hymns or scripture: \_\_\_\_\_

\_\_\_\_\_

Address you would like to have sent any memorial letters: \_\_\_\_\_

# Facility Use Policy Non-Church Groups

## POLICIES

Fir-Conway Lutheran Church recognizes that providing its physical facilities in support of other compatible Christian organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. The intent of this statement is to establish consistent requirements for non-church group use of our church facilities.

All non-church groups (any group not sponsored by or related to Fir-Conway Lutheran Church) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church. Further, all deposits, donations, etc., must be paid when facilities use is approved. A **\$200.00 damage deposit** will be held and returned when a church representative certifies that the area has been satisfactorily cleaned and returned in good condition and no items were damaged or needed replaced. Donations for the use of our facilities may be paid in cash or by check. If a check is issued, it shall be made out to Fir-Conway Lutheran Church. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1st. **A facilities coordinator will be assigned to your function.** This person will open and close the building and will be available to answer any questions during the time of your use of our church facilities.

The Council of the Congregation of Fir-Conway Lutheran Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements. Requests for use of the facilities and/or equipment are to be processed through the church office.

Requests will be honored on a first-come, first-served basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days, at which time, if required, a down payment must be made unless prior arrangements have been made. Regularly scheduled activities of Fir-Conway Lutheran Church have priority over all other requests.

## REGULATIONS

1. All persons and groups desiring to use the church facilities and/or equipment that are not church-related must sign an agreement with Fir-Conway Lutheran Church. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damage to the facilities and/or equipment.
2. The using group must be an organization in alignment with the practices and beliefs of Fir-Conway Lutheran Church. The objectives of the group and the activities conducted on church property must not conflict with the mission of the church.
3. Unless a specific exception to this rule has been granted in writing by the governing body of the church, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:
  - A) Church usage fees
  - B) Instructional expenses for materials and leadership
  - C) Organizational dues or assessments to meet group operating expenses.
4. User agrees that it will not use the premises for any unlawful purpose and will obey all laws, rules, and regulations of all governmental authorities while using the facilities.

5. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user's function at the above-described facilities.
6. User will see that the facility is not misused or abused.
7. Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on Church property at any time.
8. Smoking is not permitted inside the church facility. Smoking is allowed outside in the designated smoking area ONLY. All garbage pertaining to smoking must be placed in the designated smoking receptacle.
9. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. Church facilities may not be permanently decorated using any signs, symbols, etc., except as specifically approved by the Property Committee of Fir-Conway Lutheran Church. Floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities.
10. Candles are not permitted unless for ceremonial use. If used, lit candles must be "dripleless" and must not be placed on the organ, piano, or sound system. Lit candles must be placed on a plate or in a holder.
11. Building use hours are 8:00 a.m. to 10 p.m. Events will be concluded, and the building will be closed by 10 p.m.
12. Users groups will be responsible for leaving the facilities in a condition that is the same, or better, than when they found it. All furniture and equipment must be returned to their customary position. If using the kitchen, the Kitchen Checklist is to be completed and signed. Any food waste or paper should be bagged and emptied into the green garbage can outside the kitchen door. Recycling can be placed in the blue bin outside the kitchen door.
13. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
14. Nursery Rules:
  - The Nursery is for birth to 5-years ONLY
  - A parent/adult MUST be present at ALL
  - times All toys must be put away before
  - you leave
15. No facilities, equipment, furniture, or kitchen equipment shall be added, modified, loaned out, moved, or removed without prior approval from the Fir-Conway Lutheran Church Property Committee.
16. At no time shall equipment or facilities other than those covered by prior approval be used.
17. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.

18. The communion table may not be used for any purpose other than its primary symbolic function.

19. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must always be under adult supervision.

Use of the sound system and keyboards are permitted **only** under the supervision of people authorized by the Fir-Conway Lutheran Church Property Committee. If a group has a long-term agreement for use of the church facilities, arrangements may be made for training select individuals. Only after proper training will select individuals be authorized to operate the sound system and keyboards.

I have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities by Non-Church Groups"

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Printed Name and Signature of Applicant

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Date

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Signature of Fir-Conway Lutheran Church Representative

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Date

Adopted 6/9/2026

