

LCM Building Usage and Guidelines



The Lutheran Church of Mahomet makes its' facilities available to several community groups.

- Mahomet Lion's Club #313 meets on the 2nd and 4th Mondays of the month at 6:30 pm
- Cub Scout Pack 94 meets on Tuesday nights at 6:30 pm
- MSHS Football and Boys Basketball dinners are held on Thursday nights
- The Annual MSPTO Teacher Appreciation Luncheon is held in the spring

If you would like to inquire about using our facilities please contact the LCM Church Office.

Scheduling

- All requests for the facilities will be made with the church office administrator and recorded on the master calendar. Use by 'for-profit' groups must be approved by the church council or the executive committee.
- Dates and times are not final until an agreement is signed and deposits are made. Tentative dates will be held for one week.
- Contact the LCM Church Office for scheduling. (217) 586-4786, lcmoffice@lcofm.org

Rules for Building Use

1. All groups are responsible for their own set-up and tear-down. Any church equipment used must be properly cleaned and stored upon completion of the event. Garbage and trash must be deposited in the dumpster. A vacuum cleaner is available for cleaning the carpet.
2. Scheduled use of the facilities for church activities will not be charged for any group. Short notice church events such as funerals and funeral dinners will pre-empt other activities. The church is not liable for cost incurred in the last minute cancellation or moving of events due to emergency church needs.
3. No decorations are to be attached to the facility or furnished (except bulletin board space), without prior approval.
4. No items are to be removed from the building. Tables, chairs, and kitchen items are NOT available for outside use.

5. NO SMOKING is allowed in our buildings or on the church property.
6. NO ALCOHOL of any kind is allowed in our buildings or on the church property.
7. All lights are to be shut off when leaving.
8. All doors and windows are to be closed and locked when leaving. Please double-check. Please appoint an individual from your group for this responsibility.
9. Anything broken or broken into will be billed to the responsible party.
10. When more than one event is taking place, each group will respect the space and needs of the other.
11. Building use is restricted to the area reserved.
12. You are responsible for the safety of your guests. Running, jumping, etc. are at your own risk.

Deposits and Fees (Non-wedding events; see Wedding Booklet for wedding fees)

Members (personal/family)

<u>Area Used</u>	<u>Fee</u>	<u>Deposit</u>
Sanctuary	\$5	\$20
Fellowship Hall	\$5	\$20
Classroom Areas	\$5	\$20

NON-Members/Groups

<u>Area Used</u>	<u>Fee</u>	<u>Deposit</u>
Sanctuary	\$50	\$50
Fellowship Hall	\$50	\$50
Classroom Areas	\$50	\$50

- The Sanctuary area includes the restrooms and narthex area.
- The Fellowship Hall includes the kitchen area and use of restrooms.
- Deposits and/or fees may be waived for minor usage and non-profit groups.
- Usage fees will cover use of facilities, minor clean-up, and utility costs.
- Deposits will be refunded if there has been no damage and if no additional clean-up is required after the usage. Excessive clean-up will be billed at \$20/hr plus supplies to the person reserving the space.
- Kitchen use DOES NOT include use of disposables. All non-church groups will supply disposable items needed. All dishes, silverware, cookware, etc., MUST be cleaned and re-stored.