

Box 1379 Malta, MT 59538
Phone: 406-654-1434 Fax: 406-654-1464
E-mail: unity@itstirangle.com

Please complete and return this form at your earliest convenience in order to secure the date(s) of your meeting or event.
You will be notified of approval or if we are unable to honor your request at this time.

(Revised MLC Council March 2024)

Malta Lutheran Church
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Building Use Policy & Fees

Our church has been blessed with a wonderful facility to carry out our mission. We encourage utilizing and sharing our facilities while maintaining responsible stewardship of our property. Therefore, we set forth the following building use policy. MLC capacity is 412 persons.

Part I: Permission for Building Use

- Complete Building Use Form
- Requesting permission & scheduling must be made through the Parish Office Secretary and/or pastor(s) to schedule the date on the MLC master calendar. Church functions take priority.
- Requests may be approved or declined by church council or executive committee.

Part II: General Guidelines

- Responsibility of requesting Party:
 - Set-up and take down of furniture may be done by the group using the facilities. Everything must be returned to its original location and in as clean condition as was before use.
 - **NO alcohol** allowed inside and outside church property.
 - **Nothing** to be hung from the ceiling or attached to the walls.
 - **NO helium balloons** in the Sanctuary because of overhead fan use.
 - **NO food or beverage** in the sanctuary.
 - **NO red punch** is allowed.
 - **NO pets.**
 - The requesting party will be assessed for breakage and damage other than normal wear and tear.
 - Fees must be paid to *Malta Lutheran Church* at the time the function is approved. Otherwise, the date will not be reserved.
- Fellowship Hall equipment will not be borrowed or taken out of Malta Lutheran Church.
- **No smoking** is allowed.
- Church owned video/audio equipment & musical instruments may be used only with the specific permission of the Worship & Music Chairperson or the Pastor.
- Priority of scheduling is given to church or church-related groups. On rare occasions, something of greater importance may arise (wedding, funeral, etc). When this happens, alternate arrangements with the pre-empted group will be made.

Part III: Reception served by WELCA

- The Malta WELCA is available to serve receptions.
 - Contact WELCA for accommodations, guidelines and pricing.

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Fee Schedule

Wedding (MLC capacity 412)

Sanctuary for rehearsal & wedding day, facilities for wedding party to dress, hostess..... \$300.00
Wick Fellowship Hall for reception.....\$200.00
Reception served by WELCAcall to make arrangements, linen use and obtain their fees

MLC led Funeral (MLC capacity 412).....(contact WELCA for reception arrangements & fees)

Other Outside Large Groups – Proof of insurance plus MLC member present & in charge.....\$250.00

Rental of Wick Fellowship Hall & Kitchen (less than 50 people) suggested donation for ½ day \$25.00

MLC Basement Clubs or groups accompanied by a MLC member.....no charge

MLC Conference Room 20 person maximum Free will offering

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Building Use Policy Handbook And Fees

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