Malta Lutheran Church

Box 1379 Malta, MT 59538 Phone: 406-654-1434 Fax: 406-654-1464 E-mail: <u>unity@itstiriangle.com</u>

Building Use Request Form

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.

Date of Application			
Day & Date of Event		Starting Time	
	Time Facility is needed, including From AM/PM TO		
Name of Group or Organ	ization		
Contact Person		_	
Address		Phone	
	l		
Room/Area requested			
Type of Function			
Expected attendance (MLC	capacity <u>412)</u>		
List any church equipment	you plan to use:		
Do your plans include beve	rages and/or food? (No food or beve	erage in sanctuary)	
and hold harmless the Malta Luth (including attorney's fees and cou MLC is a tobacco, drug & alcohol	eran Church and its employees from all clain rt costs) relating to or arising out of the use of	gned individual or organization shall defend, ns, demands, suits, damages, losses and ex of this property. The undersigned understand I and fully agreed to all of the terms in the Bui	penses Is that
Signature of Contact Person		Date	
	*** FOR OFFICE USE ON		•••••
Denied: R	eason:		
Fee for assigned space:	Amount	Chocle #.	
Date fee conected:	Amount:	Check #:	
Signature of Council President or	·VP	Date	
Signature of Office Manager		Date	

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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.
 - o 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.

(Revised MLC Council March 2024)

Fee Schedule

Wedding (MLC capacity 412) Sanctuary for rehearsal & wedding day, facilities for wedding party to dress, hostess			
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 memberno charge			
MLC Conference Room 20 person maximum Free will offering			

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Building Use Policy Handbook And Fees

(Revised MLC Council March 2024)