

St. Mark's Lutheran Church Church Use Policy

St. Mark's Lutheran Church of Olathe, Kan., is dedicated to the glory of God and joyful worship. In keeping with its orderly use as a house of worship, the Church Council has established a *Church Use Policy*. The church may be used by nonprofit organizations and also by Lutheran-affiliated organizations such as Thrivent for Lutherans. The church facilities may not be used for business purposes. Ceremonies of lodges or other such organizations shall not be permitted in the church building or on the church premises. St. Mark's may terminate the organization's use of the premises at any time.

FUNERAL GUIDELINES

Please let the Pastor know when a member is near death.

Funerals will be arranged through the Pastor and the funeral home. If the deceased is a member of the Masonic order, the Masonic ritual services cannot be held at the church.

Member families have the use of the sanctuary, the church organist, the kitchen, and the food teams. Several food menu options are available, if desired. Please consult the WELCA Event Coordinator for the menu choices and prices.

OTHER EVENT GUIDELINES

A member may use the church facilities for an organization of which he/she is a member, if the meetings do not conflict with the programs of the church. The *Church Use Application* must be submitted along with the *Church Use Agreement* to the church secretary for approval. If the request is for multiple meetings, the application must be submitted to the Church Council.

Depending upon the size of the organization and its frequency of use, a cleaning charge may be assessed.

Other organizations desiring use of the church facilities will be considered on their individual merit upon formal application to the Church Council. Costs will be assessed commensurate with cleaning care and wear and tear of the building. Nonprofit organizations will be given special considerations.

Those representing the group or organization will fill out the *Church Use Application* and will sign the *Church Use Agreement*.

CHURCH USE MASTER CALENDAR

The church secretary maintains a *Church Use Master Calendar*. All dates will be cleared in advance through the church secretary.