

St. Luke's Building Use Rules and Regulations

Every request must be submitted on a Building Use Request Form, at least 5 business days before the event.

Suggested Donation *per event*:

- * Conference Room, Spangler Room Members \$25 Outside groups \$50
Classrooms, Gymnasium
- * Sanctuary Members \$100 Outside groups \$150
- * Nursery Members \$25 Outside groups \$50
- * Weddings – see Pastors
- * Henderson Hall Sports Usage - \$25 per 90 minute use
 - 90 minute limit per each date requested
 - No sports practice during restricted time
 - Two adults must be present; one **must be** a St. Luke's member

Rooms:

- * Nothing is to be removed from, or taped to the walls or woodwork.
- * All windows must be closed before leaving.
- * All lights must be turned off before leaving
- * The Key Policy must be followed.
- * All food and beverages must be removed immediately following the event.
- * All trash must be removed and put in the outside dumpster.

Kitchen Use:

- * Furnish your own paper products (cups, plates, silverware, etc).
- * Clean up immediately after use. Return kitchen supplies to the proper cabinets.
- * Remove all food and beverage from the building; do not leave anything in the refrigerator or on counters.
- * Take out garbage with food to the dumpster outside of the alley door.
- * If private catering is used, the caterer must furnish all equipment (dishes, silverware table cloths, etc) and remove immediately after the event.

Nursery Use:

- * The nursery is available for **supervised** childcare only.
- * Written authorization for use must be obtained from the Parish Coordinator in advance.
- * There must be 2 nursery care providers at all times; one must be at least eighteen (18) years of age.

In Case Of Emergencies:

- * Health emergencies- call 911
- * Criminal emergencies- call 911
- * Serious building emergencies (example: water overflow in a bathroom) call 1-847-825-6659 to contact a Pastor.