



# Facility Use

*St. Matthew Lutheran Church  
Facility Use Information Packet*

Thank you for your interest in using St. Matthew Lutheran Church for your event. Enclosed you find information to assist you in your determination as to whether or not St. Matthew might be the right facility for your needs.

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**Touring Our Facilities** 5125 Cascade Rd SE, Grand Rapids, MI 49546

Feel free to stop in during regular office hours to tour our facilities.

9am---3pm

Monday---Friday

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**Facility Use Guidelines**

Our facility use guidelines includes information regarding building use, permitted activities, available spaces and the approximate number of guests we can accommodate.

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**Application**

A copy of our Building Use Application is included in the packet, or an online version can be found on our website ([www.stmatthewgr.com](http://www.stmatthewgr.com)) under forms. This form must be filled out and submitted before any reservations are processed. It includes a listing of fees associated with the use of our facilities.

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**Reservations**

Upon receipt of your request, a member of our staff will review and process your information. We will contact you promptly with any questions we might have and to confirm plans and fees.

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**Payment**

Final fees will be determined at the time of reservation. A deposit of ½ of the total fee will be required at the time of confirmation in order to secure your reservation, full payment will be due two weeks prior to your event.

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**Contact Information:**

St. Matthew Lutheran Church

(616) 942-9091

[www.stmatthewgr.com](http://www.stmatthewgr.com)

[info@stmatthewgr.com](mailto:info@stmatthewgr.com)

## GUIDELINES FOR USE OF ST. MATTHEW FACILITIES Updated 3/15/18

The use of St. Matthew facilities is encouraged within the following guidelines:

- St. Matthew staff and/or the facility use team will review each application and determine acceptance of event.
- The first priority for use is St. Matthew's ministries. Events must not conflict with regular ministries of the church.
- St Matthew facilities and grounds will not be used for any activities that are deemed indecent, obscene, immoral or in any manner contrary to the mission purpose or belief of St Matthew which is a biblically based religious institution.

### Step 1: Online Application

All persons interested in using the St. Matthew facility should start by completing our online reservation form (<http://www.stmatthewgr.com/contact-us/facility-rental/>). This form is automatically directed to our offices and staff will reply within 48 hours to all requests. St. Matthew reserves the right to limit/deny the use of the church facility at any time to any group or individual. More than one event may be scheduled at a time, provided that the events will not conflict with each other.

### Step 2: Reservations

You will be contacted by a member of our staff within 48 hours of your request. At this time, additional questions and details of your needs will be discussed and final event cost will be determined. Upon acceptance and availability, your reservation will be confirmed as tentative.

### Step 3: Confirmation and Deposits

All reservations are tentative and will be subject to cancellation until deposit of ½ of the total fee is paid. Deposits will be fully refunded if cancellation occurs with one week or more notice. Deposits are forfeit if event is cancelled with less than one week notice. Full fees are due and payable two weeks prior to an event. Deposits will be refunded within two weeks after an event, pending any damage assessment.

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### Areas available for use at St. Matthew:

- Sanctuary with seating for up to 250 guests.
- Family Life Center with seating for up to 350 guests.
- Fellowship Hall with seating for up to 150.
- Common Space with seating of up to 100.
- Education room space (6 rooms available) with various seating capacities.
- Kitchen with staging/equipment area.
- Nursery with capacity of 20.

### St. Matthew facilities are generally available for use:

- Monday through Friday, 9am---9pm
- Saturday from 9am---9pm, with the exception of the Family Life Center – FLC hours are 9 am-3 pm
- Events are limited to 6 hours, including set up and clean up time.
- St. Matthew reserves the right to limit, restrict or deny facility use at or near holidays, including but not limited to Christmas and Easter.

## **Additional Information:**

### **Barrier Free:**

All areas are wheelchair accessible. Restrooms are equipped for the handicapped. Please observe the signs for reserved spaces for the handicapped.

### **Sports:**

Our Family Life Center is equipped with a middle school size basketball court and is available for rent. Availability of the FLC can be viewed on our website calendar prior to completing the online reservation form.

- No street shoes are allowed in the FLC.
- Use of or playing on the stage during a sports event is prohibited unless prior approval is received.
- Please report any damage as soon as possible to [info@stmatthewgr.com](mailto:info@stmatthewgr.com) 942-9091.

### **Conduct of Guests:**

Any group, individual or organization that requests use of the facility is responsible for the conduct of all those in attendance. A designated host or sponsor from each group must be present at all times during building use. Rough playing and climbing on furniture is not permitted inside the church.

### **Clergy:**

Separate arrangements must be made with the Pastor. Clergy fees are not included in the facility use fees.

### **Cleaning:**

St. Matthew is able to rent its facility at low cost to groups, organizations and individuals with the expectation that clean up is performed by the individuals/groups utilizing the space. Please keep this in mind as you use this facility.

- Rooms should be left in as good or better condition as found.
- Make sure all loose trash is in containers provided.
- All lights must be turned off, and doors and windows secured.

If organizations/persons using the church fail in this responsibility and above normal custodial services are required to clean up after an event, a custodial fee of \$25 per hour will be charged for the time required.

### **Damage:**

Report any damage to the St. Matthew office at (616) 942-9091 [or info@stmatthewgr.com](mailto:info@stmatthewgr.com). The designated host/sponsor and/or organization will assume responsibility for any damage to the facility.

### **Decorations:**

Decorations are limited to those that will avoid marring, scratching, soiling or damaging surfaces or fixtures.

- Use of tape is prohibited.
- Signs must be limited to bulletin board areas or be placed on easels.
- No RICE, CONFETTI, SEEDS or similar objects may be used anywhere in the church or on the church grounds.
- USE OF CANDLES is prohibited; except in candleholders.
- All decorations and equipment must be removed from the building at the conclusion of your event.

### **Storage:**

St Matthew does not allow storage of food, equipment or decorations that are not ministry related and takes no responsibility for items left in the building.

**Fire Escape Plan:**

Refer to and familiarize yourself with the posted maps located throughout the building.

**Kitchen Use:**

St. Matthew does not provide coffee, china, silverware, paper products, condiments, etc. for outside groups.

- **Kitchen** fee includes use of kitchen equipment for cooking and/or preparation, setup and/or serving.
- Use of the coffee machines is available but training on use must be completed prior to the event.
- All supplies (linens, coffee and beverages, paper cups, napkins, etc) are the responsibility of the user.
- St. Matthew has limited frig/freezer space available for temporary storage of cold food on the day of your event.
- All food/supplies brought into the building must be removed on the day of the event.
- Food items left at the conclusion of an event will be discarded immediately.
- The kitchen must be cleaned and returned to its original condition at the conclusion of the event.
- Linens are not available for use.

**Liability:**

St. Matthew Lutheran Church is not responsible for injuries that may occur during the use of the facilities or for any personal property of the participants. ***Proof of liability coverage will be required for organizations using this facility.***

**Musician:**

Contact the St. Matthew office for information on musicians. Fees are paid directly to musicians and are in addition to the facility use fees.

**Equipment/Furniture:****Audio/visual and music equipment**

The use of St. Matthew's audio, visual and musical equipment requires the use of a trained technician. Tech charges apply depending on the extent of your needs. This will be determined after review of your needs.

**Equipment available:**

## Sanctuary

- Full projection and sound
- Seating for 250 people
- Musical equipment with pre-approval

## Family Life Center

- Full projection and sound
- Seating for 350 people

## Fellowship Hall

- Full projection and sound
- Seating for 150 people

## Room 103

- Seating for up to 24 people at tables, 70 auditorium style
- Large Screen TV – DVD

## Room 105

- Seating for up to 40 people at tables, 95 auditorium style
- Two mounted screens – DVD/HDMI with sound

## Kitchen

- Ovens (2)
- Stove
- Refrigerator
- Coffee makers

## Miscellaneous equipment

- Carted mobile TV/DVD/VCR sets (1)
- White, 8 ft long rectangle utility tables (21)
- White, 5 ft diameter round tables (11)
- Brown stacking chairs (195)
- Green cloth chairs (300)

## Security:

- It is the policy of St. Matthew that adequate supervision of children be provided by the user during an event. It is the responsibility of the user to adhere to St Matthew's Child Protection Policy which requires two adults be present at all times and provide results of background check prior to use of the facility.
- Use of the facility requested will be restricted to individuals associated with their organization to maintain security.
- The use of the facility requested will be restricted to the areas designated and approved for the reservation to the individuals associated with the organization in order to maintain security. The commons and restrooms may also be used during the event. All other areas as previously stated will be restricted.
- The use, sale or possession of any weapon or firearm (including concealed handguns without specific authorization), pyrotechnics (including fireworks), illegal drugs, or tobacco products on St Matthew property is prohibited. Use of alcoholic beverages must be approved in advance of use by our Board of Elders.
- User agrees that it will not use the premises for any activities that are deemed indecent, obscene, immoral or in any manner contrary to the mission purpose or belief of St Matthew which is a biblically based religious institution.
- Failure to adhere to St Matthew procedures as specified herein may result in forfeiture of the current utilization or future use.

## General/Entire Building

- St Matthew building and all grounds are tobacco free.
- The use, sale or possession of any weapon or firearm (including concealed handguns without specific authorization), pyrotechnics (including fireworks), illegal drugs, or tobacco products on St Matthew property is prohibited.
- Alcoholic beverages are not permitted on the St Matthew premises.
- The use of red or grape punch/juice, or similar liquid with staining potential, is prohibited throughout the facilities.
- Use of tape is prohibited.
- St Matthew prohibits the rental of space for by for-profit organizations and use in selling goods.
- Groups/organizations reserving any part of the facility may not post any signage on St Matthew property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding and must be approved by the Church Administrator prior to use.
- All hallways must remain legally passable and uncluttered and not used for storage purposes.
- Animals are not allowed in the building. Dogs that assist physically challenged persons- one-time exceptions may be considered on a case-by-case basis with request made to the Senior Pastor.

- Facility reservation requests are not valid until confirmation by the Church Administrator is provided and payment in full is received. An additional \$25 will be charged for set up for over 50 guests.

## Use and Care of Facility by St. Matthew Groups, Teams and Friends

### **Regularly Scheduled Group and Team Meetings:**

- All groups and team meetings should be scheduled using the St. Matthew Online reservation form to avoid conflicts.
- All groups and teams are asked to take the responsibility to leave the facility generally clean, dishes properly taken care of, trash in receptacles. Ensuring the space is returned to its general set up using the diagrams on the walls
- Special arrangements can be made in advance for special setup providing volunteer setup teams are available.
- Please make sure to observe notes under “cleaning” section above.

### **Facility Use for Group and Team Special Events:**

- All groups and team special events must be pre---approved and scheduled using the St. Matthew Online reservation form.
- While St. Matthew volunteer cleaning and setup teams will make every effort to assist with special events, your event planning team is strongly encouraged to recruit volunteers to assist with setup and tear down.

### **General Facility use by St. Matthew Friends:**

St. Matthew friends/family are welcome to reserve the facility using the St. Matthew Online reservation form for open houses, showers, anniversary parties, etc, providing their event will not conflict with any previously scheduled event.

## Special Use – Weddings

Wedding reservations are the exception to our online reservation form use. Please contact the St. Matthew office where initial questions can be answered. The wedding booklet will be supplied upon ceremony scheduling. Contact the church office 942-9091 [info@stmatthewgr.com](mailto:info@stmatthewgr.com)

### Marriage Policy

The marriage policy of St Matthew Lutheran Church, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church—Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

### Ceremony/Rehearsal:

- The Sanctuary seats up to 300 people.
- The rehearsal is typically scheduled for one hour on the day prior to the wedding. Rehearsal day and time must be scheduled when scheduling the ceremony.

### Change Rooms:

- The Nursery will be reserved for the bride and bridesmaids which includes a full length mirror and private bathroom.
- Room 105 will be reserved for the groom and groomsmen.

### Food:

- Bottled non-alcoholic beverages and snacks are permitted for the bridal party the day of the ceremony, no other food is permitted without prior approval.

### Clergy:

- Separate arrangements must be made with the Pastor. St. Matthews encourages couples to attend Sunday services on a regular basis and requires couples to take an online inventory and attend pre-marital sessions with the Pastor.
- The officiating Pastor reserves the right to refuse performing any wedding ceremony for which he is not comfortable.

### Equipment Audio/Visual and Tech Support:

The use of St. Matthew's audio, visual and musical equipment requires the use of a trained technician. **Please provide as much detail as possible on the facility use form regarding your tech needs.** Tech charges apply depending on the extent of your needs.

**Decorations:** *see guidelines on page 3*

### Musicians:

Contact the St. Matthew office for a list of available musicians. Fees are paid directly to them and are in addition to the facility use fees.