

ST. MARK'S LUTHERAN CHURCH

CHURCH USE POLICY

St. Mark's Lutheran Church of Olathe, Kansas is dedicated to the glory of God and for 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 non-profit 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 or on the church premises of the congregation. 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. Member families have the use of the sanctuary, the kitchen, the food teams and the church organist. If the deceased is a member of the Masonic order, services cannot be held at the church.

GUIDELINES FOR OTHER USES OF ST. MARK'S FACILITIES

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 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 building 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. Non-profit organizations will be given special considerations.

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

CHURCH USE MASTER CALENDAR

The church secretary will maintain a *"Church Use master Calendar"*. All dates will be cleared in advance through the church secretary.