

## KONGSVINGER BUILDING USE POLICY

REVISED JANUARY 2024

1. All building use, excluding funerals, must be scheduled with the Parish Secretary prior to the event.
2. No fee will be assessed for church members to use the buildings for weddings, showers, birthdays or anniversaries. For non-members, a building use fee of \$50 will be assessed. Set-up and take-down will be the responsibility of those involved. The buildings should be left clean and orderly with extra tables and chairs, if used, removed and put away.
3. No building use or janitorial fee will be assessed for funerals.
4. A \$50 fee will be assessed for use of the parish hall for family reunions or family gatherings. The building should be left clean and orderly with extra tables and chairs, if set up, removed and put away.
5. Non-profit Community use will be without a fee but must be approved by the council on an individual basis. For example a no-cost CPR class, county-wide disaster drill, etc.
6. Tables and folding chairs may be borrowed by congregation members for short term use only. Arrangements shall be made through the Parish Secretary with a usage form completed stating the duration the tables and/or chairs will be gone.