

# **Prince of Peace Evangelical Lutheran Church**

## **Basye, Virginia**

### **Policy for Use for Funeral Services Non-Church Members**

As part of our ministry to the community, Prince of Peace Evangelical Lutheran Church (Prince of Peace) offers the use of our sanctuary for funeral and memorial services for non-church members under the following terms and conditions.

#### **Preparations**

1. Families wishing to hold a funeral or memorial service should contact the Pastor of Prince of Peace directly through the church office. Members of the church do not have authority to grant permission for services. Specific authorization must be secured from the pastor of Prince of Peace for use of the sanctuary or other facilities for a memorial service or funeral. The Pastor must agree to the date and time for the proposed service.
2. The service program must be developed in consultation with and approved by the Pastor and shall generally follow the order of worship for memorial services set forth by the Evangelical Lutheran Church of America. Families are encouraged to meet with the Pastor as soon as possible to ensure alignment on the order of worship and any printed materials to be provided.
3. Participation by a visiting pastor, musicians, and any other worship leader must be pre-approved in the initial consultation with the Prince of Peace pastor.
4. No public announcement or arrangements with funeral homes or other professional services should be made prior to agreement on the service day, time, and format with the Pastor.

#### **Cost**

1. The Pastor will be compensated at a rate of \$300 for planning and implementing a funeral service, and payment in full is required prior to the day of the service.
2. Musical accompaniment secured by the church will be compensated at a rate of \$150 and required prior to the day of the service. Families are strongly encouraged to engage our resident organist. Should they choose to make arrangements with an outside music provider, the musicians must participate in a pre-service meeting with the pastor to ensure alignment on the service program.

3. A facility usage fee of \$100 will be charged for up to four (4) hours of use of the facilities, which include the sanctuary, Canaday Pavilion, Stidley Hall, restrooms, kitchen, and related furnishings and kitchen equipment. The facilities may be rented for additional hours at a cost of \$20 per hour. The usage fee remains the same whether the facilities are fully used or only partially used.
4. In the event food is served, an additional \$100 cleaning fee is required. Prince of Peace can make recommendations for local caterers.
5. A refundable deposit of \$250 is required if the consumption of beer and/or wine will occur during the use of the facilities. The user is responsible for securing all necessary permits and/or licenses required by state or local government authorities for the consumption of alcohol.

### **Conduct and Liability**

1. Any activity in the facilities must be conducted with the dignity and respect requisite of a place of worship.
2. Smoking is not permitted.
3. Pets, with the exception of service animals, are not permitted in any of the facilities.
4. The user of the facilities assume full liability in connection with their use. The user of the facilities holds Prince of Peace Evangelical Lutheran Church totally harmless in any incidents that occur incidental to or as a result of such use.

### **Procedures**

1. The user must designate a "Responsible Party" who will be required to sign this Agreement before the intended use. The Responsible Party is liable for rendering the applicable fees and deposit and for ensuring compliance with all of the requirements listed in this document.
2. Use of the facilities includes the use of all related furniture and kitchen equipment, but it does **not** include use of serving dishes, utensils, linens, paper goods, or food items

belonging to Prince of Peace Evangelical Lutheran Church and stored in the kitchen or in Stidley Hall.

3. Alcohol use permitted in the facilities is limited to beer and wine. Selling alcohol is not permitted. The user of the facilities is required to ensure that use of beer and/or wine is compliant with the laws of the state or local government.
4. Upon completion of the event, all furniture must be returned to its original position. If any tables are relocated, they should be lifted for moving so as to not cause damage to the floor.
5. The kitchen must be left as clean as it was found. No food or beverages are to be left in the kitchen.
6. The user will remove all garbage and recycling to a proper disposal site off-site of Prince of Peace.
7. Prior to leaving the facilities, the Person in Charge and a representative of Prince of Peace will perform a walk-through inspection of the facilities to ensure that the property is in good order. If the user has rendered a deposit and no damage has occurred to the facilities, the deposit will be returned at this time.
8. Additional fees for time not originally included in the initial payment will be collected at the time of the walk-through inspection.
9. Deviations from this policy must be approved by the Church Council.

Responsible Party Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_