

Policy for Use of University Lutheran Church & Student Center

1. ULCSC or ELCA-sponsored programs shall have priority over other individual events in the use of our facilities. Example: Funeral, wedding, etc.
2. All facilities should be restored to their original condition at the conclusion of all events.
 - Tables and chairs are to be put back in place if they are moved, table tops and counters should be cleaned with a wet cloth and dried.
 - Clean-up of the kitchen, if used, is the responsibility of the event organizers; trash should be disposed of properly.
3. Use of materials which would leave a permanent mark on the church property is prohibited. Only battery-powered LED candles allowed in fellowship hall.
4. All decorations, flowers, etc., must be removed immediately following the activity. No rice or other grain seed may be used. Bubbles may be used, but only outside the church building.
5. There will be no smoking or vaping in the church complex or within 30 feet of exterior doors.
6. Alcohol service (beer and wine only) must be approved by Council on a case by case basis.
7. ULCSC facilities may not be used for partisan political activities.
8. For purposes of security, please lock all exterior doors approximately 20-30 minutes past the event's starting time.
9. Any deviation from these policies must be approved by ULCSC Council.

Fee schedule

- General Meeting: \$25
- Meeting with light refreshments (cookies and beverages): \$100 deposit of which \$50 is refundable.
- Meeting with a meal: \$150 deposit of which \$50 is refundable.