

St.Luke AME Church

3543 Block Avenue

East Chicago IN 46312

(219) 397-1626

Trustee Board - Request to use Building Facilities

We the members of St. Luke African Methodist Episcopal Church thank you for selecting us to be a part of your special day. St. Luke is a Christ centered church empowered by the Holy Spirit and bound together in love to minister to the spirit, soul, and body of every believer and seeker. Here at St. Luke we recognize if we are to impact our community, it is true that

“LOVE MAKES THE DIFFERENCE”

Recognizing that this is the House of God, we ask that everyone please help us keep our Church and equipment clean and in good repair. Let us also be mindful of our behavior and language. Please promptly report any concerns, or equipment failures to one of the Trustees or Church Coordinator on site.

FEES:

\$25.00 for active members.

There will be a \$250.00 fee for the use of the sanctuary by non members. A \$250.00 usage fee for the Fellowship Hall, not to exceed 8 hours [i.e. Set up, function and clean up]. \$25.00 an hour will be charged for all events extending beyond the 8 hour limit. A \$50.00 cleaning deposit will be required for the use of the facility, prior to the event. The deposit will be returned once it has been verified that the fellowship hall [including the kitchen] has been cleaned as specified. A check list will be provided for the use of the kitchen prior to all events. Additional fees required: Janitor - \$25.00, Musician - \$50.00, Pastor - \$200.00.

DECORATIONS:

Decorating the sanctuary and/ or the Fellowship Hall - Decorations with any type of glitter cannot be used. Tacks, tape, or nails on the walls or furnishings is not permissible. No exceptions. The church is not responsible for purchasing any decorations. There will be a \$50.00 fee if we assist with putting up decorations or taking them down.

MUSIC:

All music for weddings must be reviewed and approved 1 week before the wedding by the Church Coordinator. This includes songs which will be sung and CD's which will be played, as well as, music played on the instruments. No exceptions. Failure to comply will result in a termination of the written agreement.

WEDDING REHEARSALS:

Wedding Rehearsals are scheduled for the week of the wedding. Please contact Janette Cartwright, 219.484.6539 The Church Coordinator will need to be present for the rehearsal.

WEDDING PROGRAM:

Your program for the event - Any special additions to the order of service must be approved by the Pastor. A copy of the order of service will be provided. Your wedding program needs prior approval from the Church Coordinator before going to print.

RECEPTION:

Wedding Reception - The church will not be responsible for doing any receptions away from the church.

BRIDAL ATTIRE:

Bridal attire - Please make sure that you wear appropriate attire for the occasion and please remember that you are in the house of God.

MEETINGS:

For persons or groups that want to use the church for meetings, please contact Richard Moore at 219397.6891.

PAYMENT:

We ask that the building usage form be turned in 30 days prior to the event. All fees must be paid 2 weeks prior to the event. In the event that your special day has been canceled, we will refund all of the money if we are notified 72 hours in advance. Otherwise, we will retain \$100.00 of the fee collected. For funerals, we ask that all fees be paid no later than 3 days prior to the funeral. Failure to pay by the specified time for any occasion will result in the non-usage of the building. Members in "good and regular standing" as per the Discipline and Doctrine of the AMEC are required to give a \$250.00 donation to help offset the expenses of the repass.*Certified checks, money orders, and cash are the modes of payment that will be accepted [this includes funerals]. Thank you!

*Members in good and regular standing are those who attend church, participate in the life of the church, and give monetarily on a regular basis. Inactive and non members are subject to the fees in the written agreement.

Please complete and sign the attached questionnaire

Date: ____/____/____

St. Luke AME Church

3543 Block Avenue
East Chicago IN 46312
(219) 397-1626

Trustee Board - Request to use Building Facilities

In an effort to maintain the Trustee records regarding the use of the building property of St. Luke AME Church, located at 3543 Block Avenue, East Chicago, Indiana 46312, please complete the following information:

Name of person/ group/ organization desiring to use the building:

Contact person of organization or group:

Name _____

Address _____

Telephone () _____ - _____

How often will you meet? What days and time will you meet?

What is the purpose of your meeting? How many persons do you expect to attend?

-Turn Over-

St. Luke AME Church

3543 Block Avenue
East Chicago Indiana 46312
(219) 397-1626

Trustee Board - Request to use Building Facilities

Do you require use of the Kitchen area? If so, we ask that you bring your own cooking utensils, plates, cups, silverware and napkins. We also ask that you clean up the kitchen area prior to leaving the building. A checklist will be provided prior to the event.

Do you require the use of any other equipment such as CD players, microphones, piano, organ, etc.? If so, please list them.

Signature _____ Date ____/____/____

DO NOT WRITE BELOW THIS LINE

FOR CHURCH USE ONLY

____ Approved

____ Not Approved

Trustee's Signature _____

Date ____/____/____

Pastor's Signature _____

Date ____/____/____