

Big Star Lake Chapel

Use of Church Facilities Guidelines

- Use of the chapel facilities shall be approved by the Board.
- Chapel will be available from Memorial Day through Labor Day.
- Chapel facilities must be vacated by 6:00 pm on Saturdays and not available on Sundays.
- A use fee of \$300 shall be required a minimum of 14 days prior to use (\$100 of that shall be non-refundable)
- The building must be used "as is". The use of nails, tacks and glue to secure decorations is prohibited.
- Any unusual decorations requiring additional services of the custodial staff, requires prior approval.
- The person granted the use of the chapel facility must be present at the occasion and shall be considered the responsible party.
- Property shall be left in the condition that it was found or janitorial staff shall be used for an additional charge.
- Any repair costs resulting from damage to the building and/or its contents is to be paid by the responsible party (as described above).
- A member of the chapel staff (i.e. board member, custodian, or sound person, etc) shall be present at all uses.
- No rice, bird seed, confetti, mints or anything similar shall be thrown.
- No drinks containing alcohol shall be permitted on the property.
- No smoking allowed within the structure.
- Pulpit furniture may not be removed without the permission of the chapel staff.
- Permission to use the organ/piano must be received prior to event. Permission to use of the piano and/or organ shall be limited to competent musicians.
- Floral containers should not be placed on the piano and/or organ.
- Fire Code prohibits the use of open flame devices. An exception is made to allow the use of candles on the stage, platform or alter of a church provided they are securely supported in a holder and separated from any combustible materials,
- Fire code prohibits the use of candles on the ends of pews, in window sill ledges and carrying candles down an aisle.