

## Lord of the Mountains Building Use Fees (Revised January 2018) and Wedding and Funeral Policies

Because we believe with Jesus that God’s grace is truly amazing, we are committed to sharing the LOTM facility with other religious organizations as well as non-profit groups. As stewards of God’s gifts to us, LOTM provides this service at reasonable fees and with the understanding that care must be taken by all groups and individuals using the building to assure that the building remains secure and well maintained. LOTM is a smoke-free and pet-free environment with the exception of appropriately certified service dogs.

**PROCEDURES FOR USE:**

1. Groups or individuals (USER) wishing to use the church facility must contact the Church Administrator at [LOTM@lordofthemountains.org](mailto:LOTM@lordofthemountains.org) or 970-468-6809. The Church Administrator will provide a FACILITY USE AGREEMENT and LOTM BUILDING USE FEES.
2. The signed FACILITY USE AGREEMENT, a certificate of insurance, and a deposit, if required, should be returned to the Church Administrator before receiving confirmation that the church is available. In addition, the Pastor will approve the use of the building.
3. It is recommended that these documents be submitted at least one month prior to the event. If the users use the church on a weekly or monthly basis, the FACILITY USE AGREEMENT and insurance certificate must be updated annually.
4. Please note that regularly scheduled LOTM functions and events will take priority over requests from groups or individuals.
5. Payments for rental may be made out to Lord of the Mountains Lutheran Church.
6. Users must consult with the Church Administrator and/or the Pastor regarding the use of the facility prior to the event.
7. An authorized church employee or member will be assigned as coordinator for weddings, funerals and concerts and may be consulted prior to the event.
8. Weekly users should work with the Church Administrator regarding rental information.

ROOM	FEE FOR MEMBER	FEE FOR NON-MEMBER	DEPOSIT REQUIRED
<b>Sanctuary - Church Service</b>		\$500.00 for 1 service \$1,000 for up to three services during a 10 day period.	\$100 non-refundable deposit
<b>Sanctuary - Wedding (see notes below*)</b>	\$750 Due 15 days prior to the wedding	\$1200 Due 15 Days prior to the wedding	\$100 non-refundable deposit
<b>Sanctuary - Funeral (see notes below**)</b>		\$900 Due within 15 days after the funeral	
<b>Sanctuary - Concert (see notes below***)</b>		\$500	\$100 non-refundable deposit

<b>ROOM</b>	<b>FEE FOR MEMBER</b>	<b>FEE FOR NON-MEMBER</b>	<b>DEPOSIT REQUIRED</b>
<b>Fellowship Hall - Weekly Worship Service</b>		\$75/week	
<b>Fellowship Hall - 1 time Event (excludes use of Kitchen)</b>	\$150	\$350	
<b>Fellowship Hall - Wedding Reception Include use of the kitchen</b>	\$300	\$500	\$100 non-refundable deposit
<b>Fellowship Hall - Funeral Reception includes use of the kitchen</b>		Included in Sanctuary Fee	\$100 non-refundable deposit
<b>Kitchen only in Fellowship Hall</b>	\$200	\$300	\$50 non-refundable deposit
<b>Use of the Fellowship Hall on a Weekly Basis</b>		\$75/event or meeting (see note)	\$100 non-refundable deposit required on an annual basis
<b>Downstairs Aspen Room 1 time meeting or event</b>		\$30	
<b>Downstairs Spruce Room 1 time meeting or event</b>		\$30	
<b>Downstairs Columbine Room 1 time meeting or event</b>		\$30	
<b>Conference Room - 1 time meeting or event</b>		\$30	
<b>Use of Downstairs Aspen Room Weekly basis</b>		\$25	
<b>Use of Downstairs Spruce Room #2 Weekly basis</b>		\$25	
<b>Use of the Downstairs Columbine Room Weekly basis</b>		\$25	

ROOM	FEE FOR MEMBER	FEE FOR NON-MEMBER	DEPOSIT REQUIRED
Cleaning Fee	\$100	\$100	
Piano Tuning	\$150	\$150	
Audio-Visual Fee	\$100	\$100	

**\* Sanctuary Wedding Fee includes the following:**

- Use of the sanctuary for rehearsal and wedding
- A \$200 fee for a required wedding coordinator who is present at the rehearsal and the wedding.
- Premarital Counseling
- Cleaning of the Sanctuary
- Use of Sound System

**\* Sanctuary Wedding Fee DOES NOT INCLUDE:**

- Music (dependent upon music requested; basic piano accompanist fee \$300)
- LOTM Officiant (recommended fee of \$300)
- Use of the Fellowship Hall for a reception
- Food for the Reception
- Piano/Organ Tuning
- Printed Program or other printed materials
- Audio-Visual equipment (additional fee \$100)

**\*\* Sanctuary Funeral Fee includes the following:**

- Use of the sanctuary and a room for the family to gather prior to the service
- A \$200 fee for a required funeral coordinator
- Pastoral Counseling
- Cleaning of the Sanctuary
- Use of Sound System

**\*\* Sanctuary Funeral Fee DOES NOT INCLUDE:**

- Printing Fee of \$200
- Music (dependent upon music requested; basic piano accompanist fee \$300)
- Officiant (Fee of \$300)
- Use of Audio-Visual equipment (Fee \$100)

**\* \*\* Sanctuary Concert Fee includes the following:**

- Use of the sanctuary for rehearsal and concert and use of the narthex for welcoming guests and/or selling tickets.
- A \$200 fee for a required coordinator

**\*\*\* Sanctuary Concert Fee DOES NOT INCLUDE**

- Piano tuning (Fee of \$150)
- Use of the Fellowship Hall or kitchen for a reception (Additional fee, see above)
- Printed programs
- Audio-Visual Equipment
- Sound System in the sanctuary

**\*\*\*\* Fellowship Hall One Time Event Includes the following:**

- Use of the room including the tables and chairs

- Use of the amplification system

**\*\*\*\* Fellowship Hall One Time Event DOES NOT INCLUDE**

- Use of Audio -Visual equipment
- Use of the kitchen (See above for Kitchen cost)

**NOTE: Use of the Fellowship Hall on a Weekly Basis**

If a user is a weekly user and uses the facility more than once during the week, each event during the week is charged separately. Example, if the group meets Tuesday and Thursday in the Fellowship Hall, they will pay \$75 for each meeting for a total of \$150/week.

**NOTE:** Coordinator must know how to lock and unlock the building; how to turn on and use the sound system and make sure that microphones and equipment are secured after the event; use of audio-visual equipment during a wedding or funeral and that it is secure after the event; how to set up coffee, tea and other drinks for wedding party or family associated with a funeral and cleaned up and put away after the event; use of the copy machine.

**NOTE:** We do not rent out the Nursery or the Sunday School Room for reasons of cleaning and maintenance.

**NOTE: Certificate of Insurance Requirements** - As required by the BUILDING USE AGREEMENT non-church groups are required to provide certificates of insurance naming Lord of the Mountains Lutheran Church, Dillon Colorado as additional insured. A certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

**NOTE: Fire Alarm:** In the event of a fire alarm, please evacuate the building immediately, call 911, 56 Evergreen Dillon CO 80498 .The fire department is dispatched automatically to a fire alarm. Please contact the Facilities Manager, Greg O'Neill, in the case of any emergency or mechanical difficulty (fire, septic, boiler, fire panel trouble) - 970-390-4013.

**NOTE:** The Nursery and the Sunday School Room are not available for rental.

The Bosendorfer piano is to be used for worship, concerts, funerals and weddings. It is not available for individual practice or lessons.

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**Lord of the Mountains Funeral Policy**  
(Revised January 2018)

**Service Time**

Funerals at Lord of the Mountains may not be scheduled on religious holidays. If you have questions regarding religious holidays of the church, please contact the Church Administrator.

**Contacting the Church Administrator**

The Church Administrator will assist you in several areas including scheduling of the service, reserving rooms, assigning a coordinator, etc. The Pastor will assist with the planning of the actual service. Telephone 970-468-6809 or email LOTM@lordofthemountains.org

**The Officiant**

Officiants of the funeral/memorial service at Lord of the mountains will either be the Lord of the Mountains (LOTM) Pastor, an ordained clergy of another denomination working in conjunction with the LOTM Pastor, or another party chosen by the family working in conjunction with the LOTM Pastor. If the LOTM pastor is the officiant, a counseling session is required. All services

must be spiritually based. If a lay person is the officiant, the LOTM Pastor should review the content of the service.

### **Musicians**

Lord of the Mountains has professional musicians on staff and they are happy to assist with the funeral/memorial service. The cost for the LOTM organist/pianist's services is listed on the schedule of fees above. The LOTM accompanist will work with you to coordinate appropriate music for the service. Outside soloists are welcome. Please let the church administrator know who will provide the music. Music should be appropriate for a religious service. If the family is unsure of a certain song or music please consult with the LOTM accompanist or the LOTM Choir Director of the Sanctuary Choir. A meeting with the LOTM accompanist should be scheduled prior to the service to finalize all musical selections.

### **Day of the Service**

The family is welcome to gather privately at the church before the service. The Church Administrator will specify a room for this purpose.

### **Flowers**

If flowers are sent, the family or the Church Administrator will place them in the sanctuary in the appropriate location. Please do this well in advance of the service and remember that the church itself is the most significant symbol. Nothing may be affixed to the walls in any way. For safety, candles are allowed ONLY on the altar. Delivery of flowers must be coordinated with the Church Administrator.

### **Pictures and Remembrances**

Photographs and other mementos may be placed on display in the narthex, in the front of the sanctuary, or at the reception.

### **Restrictions**

The use of drugs or other controlled chemicals anywhere on the premises is strictly prohibited. Smoking is not permitted anywhere on church grounds except in private vehicles. Furniture in the sanctuary may NOT be moved for any reason including the piano and the baptismal font.

### **Receptions**

Receptions may be held in the upper level fellowship hall (the same floor as the sanctuary). All receptions are scheduled as space is available. Reception arrangements must be coordinated with the Church Administrator. There is a full kitchen located immediately off the Fellowship Hall.

### **Facility Use Agreement**

A Facility Use Agreement must be signed prior to the service. The Church Administrator can provide the agreement to you electronically or in paper form.

## **Lord of the Mountains Wedding Policy** (Revised January 2018)

### **Service Time**

Weddings at Lord of the Mountains may not be scheduled on religious holidays. If you have questions regarding holidays of the church, please contact the Church Administrator. Telephone 970-468-6809 or email [LOTM@lordofthemountains.org](mailto:LOTM@lordofthemountains.org)

### **Contacting the Church Administrator**

The Church Administrator will assist you by answering questions, providing you with the Facility Use Agreement, scheduling the rehearsal and the service, connecting you with the LOTM Wedding Coordinator, and answering questions. Telephone 970-468-6809 or email [LOTM@lordofthemountains.org](mailto:LOTM@lordofthemountains.org)

### **Wedding Coordinator**

In addition to the Pastor, a Wedding Coordinator is provided to you in order to make sure that your wedding and rehearsal run smoothly.

### **Marriage License**

Colorado law requires a Colorado marriage license be issued. Licenses may be issued by any Colorado county. Please read instructions at [www.co.summit.co.us/122/Marriage-Licenses](http://www.co.summit.co.us/122/Marriage-Licenses).

### **The Officiant**

Officiants of weddings at Lord of the Mountains will either be the LOTM pastor, an ordained clergy of another denomination, or another party chosen by the wedding party. The officiant will coordinate the content of the ceremony with you. If the LOTM pastor is the officiant a marriage counseling session is required. Your officiant is in charge of your wedding rehearsal and ceremony. All wedding ceremonies must be spiritually based. If a lay person is the officiant, the LOTM pastor should be contacted to review the ceremony content.

### **Musicians**

Lord of the Mountains has professional musicians who are happy to assist with your wedding ceremony. The fee for musicians is on the fee schedule above. Should it be necessary to purchase music, an additional fee may be necessary. The pianist and LOTM pastor will work with you to coordinate appropriate music. A meeting with the pianist should be scheduled well in advance of the service to finalize all musical selections. Outside soloists are welcome, however, please let the Church Administrator or Wedding Coordinator know in advance if you are bringing in an outside soloist.

### **Rehearsal**

The evening before the wedding is typically set aside for a rehearsal which is generally held at 4 p.m. Rehearsal time is no longer than one and one half hour. You will need to make definite arrangements with your Officiant and the Church Administrator as your wedding date gets closer.

### **Day of the Wedding**

The wedding party is welcome to dress at the church. The Wedding Coordinator will specify rooms for this purpose. It is suggested that one and one half hours before the start of the ceremony is sufficient time for this preparation.

### **Decorations**

The majority of weddings use flowers to decorate. Please select the florist of your choice and remember that the church itself is the most significant symbol. Decorations may NOT be affixed to walls in any way. For safety candles are allowed only on the Altar. Delivery of flowers must be coordinated with the Church Administrator.

### **Photography**

Wedding photography is an important aspect of your special day, but a wedding is above all a service of worship to God and must be treated as a holy sacred event. Formal photos may be taken inside the sanctuary prior to or following the ceremony, if arrangements are made with the LOTM Wedding Coordinator. Non-flash photography may be taken during the ceremony if permitted by the officiant. Video recording of the wedding is permitted.

### **Restrictions**

The use of drugs or other controlled chemicals anywhere on the premises is strictly prohibited. Alcohol may be served in the Fellowship Hall provided a liability waiver (Facility Use Agreement) whereby the wedding party accepts full responsibility. A separate damage deposit is also required (see fee schedule above). Due to cleaning considerations red wine must not be served.

Smoking is not permitted anywhere on church grounds except in private vehicles.

The throwing of rice, birdseed, confetti, flower petals, tissue flowers or any other materials either inside or outside the building is discouraged. Due to potential staining and cleaning issues, rose petals and confetti are prohibited. Please advise your wedding party accordingly. Your wedding facilitator is responsible for adherence to this policy. For environmental reasons, birdseed is preferred over rice or other materials.

Furniture in the sanctuary may NOT be moved for any reason including the piano and the baptismal font.

### **Receptions**

Receptions may be held in the upper level fellowship hall (the same floor as the sanctuary). All receptions are scheduled as space is available. Reception arrangements must be coordinated with the Church Administrator. There is a full kitchen located immediately off the Fellowship Hall.

### **Facility Use Agreement**

A Facility Use Agreement must be signed prior to the service. The Church Administrator can provide the agreement to you electronically or in paper form.