

All individuals, groups or businesses wanting to use the facilities of Immanuel Lutheran Church and School must have prior approval of the Church Council or designated authority. There are specific requirements and fees for the areas being used. Applications are available at the church office and should be submitted at least two months prior to the needed date. "The past practice has been and continues to be no renting for non-members." (note from Deacons Feb. 12, 2008)

Requests will be considered and approved or disapproved according to the following guidelines.

- Any activity should enhance Immanuel's program of proclaiming the Gospel of Jesus Christ and Christian education.
- Any activity should be consistent with Immanuel's Christian Biblical perspective.
- No activity should cause Immanuel an undue financial liability.

Multiple-date or recurring events are approved by the council. Information must be specific and extra information can be attached to the form. Any and all fees will be paid to the church secretary.

The starting point is the church secretary who will supply the application form and help begin the process. Permission is granted when any and all fees are paid and the proper authority signs the application.

Immanuel retains the right to cancel, at any time, any permissions granted.

Policies for Immanuel's Facility Use

All Immanuel Evangelical Lutheran Church communicant members shall have the privilege to use the church, the basement, and/or the MPF for receptions on completion of a permit from the church office. **The individual who signs this permit must be present at the event.**

Please reserve the facility and complete the application as soon as you know the specific date(s) by checking with the church secretary for availability. It is requested that the permit fees be submitted at least two months prior to the event.

Please note that Immanuel provides a "smoke-free" environment throughout its entire facility. "PLEASE, NO SMOKING anywhere in the building or by the entry doors!!"

Sanctuary Use Guidelines:

1. The date and time are to be cleared first with the church office so as not to interfere with previously planned functions.
2. The pastor or authorized Immanuel member is to be present during the whole time that the wedding party is in the building (rehearsal, picture-taking session, service, etc.) to ensure that the guidelines are followed, to give "key" access, to set up the sound system, to aid video operator, and to coordinate microphones & video, even when another CLC pastor is conducting the wedding ceremony.
3. **If additional candles are used in the altar area, such as a candelabra,**
 - We insist that you put plastic on the floor so the candle wax does not drip on the church carpet.
 - The candles must remain stationary and secure at all times.
 - Know the location of the fire extinguishers.
 - Please put under the unity candle the plastic covering on the wooden stand (17½" by 20" by 28" height)--plastic covering is in the "wedding tote" in the church office.
 - If the Baptismal Font is used for the Unity Candle, put saran wrap over the silver tray upon which the unity candle is placed on the center of the baptismal font (store wooden cover in conference room).
 - Designate someone to put out candles when the service is over.

4. The church altar candles are liquid wax candles. **Please only use the candle snuffers (found in the conference room) designated** for these candles. There is one candle snuffer to be used for regular wax candles! Thank you.
5. **Regarding church decorations:**
 - Please **DO NOT** decorate before noon on rehearsal day (janitors need time to clean).
 - Please **do not use tape on the pews.**
 - 20 wooden pew holders, 20 plastic pew clip-on holders (you can purchase your own plastic holders reasonably from a florist; Hobby Lobby has an assortment of reasonable pew holders), and/or 10 glass vase pew holders are available for use. There are 18 pews on each side of the church; generally every 2nd or 3rd pew may be decorated with bows or flowers, or merely decorate the front pews. Contact church secretary for location of the pew holders. Florist taped wire, tape, and/or rubber bands can be used to fasten bows or other decorations on these HOLDERS. After use, **please RETURN** these holders to the church office. [updated Aug. 2015]
 - **All church decorations that you want saved should be removed by the time the wedding party leaves the church sanctuary.**
 - If an aisle runner is used (church length is 60 ft. from sanctuary step to interior narthex doors), you may use pins to attach the runner. Please remove the runner and pins before leaving the facility.
6. Please note that the janitor does not clean between the rehearsal and the wedding.
7. Regarding traditional "rice" or "bird seed" throwing upon bridal party following the service: please use **"blowing bubbles"** only. **This should occur only outside of the church.**
8. The wedding party will have access to classrooms for gown/tux changing prior to the service [kindergarten room for bride/bridesmaids (tape paper over door window); boys' locker room for groom/groom's men]. The pastor will explain this at the rehearsal. **Food is not to be brought into the church or any classrooms. Only bottled water is to be used during picture taking and other pre-service activities.** If you are planning a "wedding party" luncheon during the picture taking session, please note that you'll need to use the basement for any serving of food.
9. **Following the ceremony, please make sure that all personal possessions are removed from the classrooms and church.**
10. **Regarding the wedding bulletin:**
 - Producing the wedding bulletin is the couple's responsibility. The pastors have suggestions for the format and will discuss this with you.
 - Please include the following note in your wedding bulletin: **"Since this is a worship service, please limit flash photography to the processional and recessional."**

Basement/Multipurpose Facility (MPF) Use Guidelines:

1. The date and time are to be cleared first with the church office so as not to interfere with previously planned or regularly scheduled church/school functions.
2. The party signing this permit is responsible to contact and secure the supervisor(s) from Immanuel's authorized list to confirm that they are available on the particular date. Please note that two supervisors are needed when using both the kitchen and MPF.
3. Payment of \$25 for each supervisor is in addition to the permit fee. Any additional help is the party's responsibility to pay.
4. The church secretary will post a copy of the permit on the bulletin board in the church kitchen/MPF to remind the janitor and the supervisor as to date and time. The church secretary will check that the basement has been returned to proper order before requisitions are submitted to congregational treasurer for payment of janitor and supervisor.

5. Immanuel's tables and chairs may be used with no extra charge assessed. The set-up and take down of tables and chairs in the basement and in the MPF are the responsibility of the party signing this permit. **Please NOTE: after using the basement/MPF, users are responsible to return the tables, chairs, etc. to the arrangement in which they were found and to remove all decorations.** [Keep decoration to a reasonable minimum for a quicker clean-up.]
6. A MPF supervisor is required at all times for set-up and take-down. A floor covering is not required in the MPF, but all chairs and tables must have feet on them.
7. The use of the MPF sound system also requires a supervisor.
8. Time limit for the use of the church basement/MPF shall be 11:00 p.m. unless special permission is granted by the Property Board.
9. MPF accommodates 350 seated guests. The church basement accommodates approximately 250 seated guests.
10. Party holding the reception/event is to assume responsibility of reimbursing caterer personally and separate from this report.
11. The basement/kitchen supervisor and her helpers will make coffee and punch but all other foods are to be brought in prepared. Please discuss with the supervisor whether you have individuals you want to help in the kitchen or whether the supervisor should find some helpers. Any additional help is the party's responsibility to reimburse.
12. Immanuel does not supply any paper products or beverages. Responsible party must furnish their own paper products, table coverings, coffee, etc.
13. The **church** kitchen silverware, glass dishes and plate ware, glass cups, glasses, coffee servers, pitchers, coffee pots, church stove/oven, etc. may be used. The party holding the event is responsible to have dishes washed and put away.
14. **ALL SCHOOL kitchen items/utensils/cookware including the school stove & oven are not to be used**, because of the special care needed to conform to the health code for the school lunch program.
15. Under no condition can dishes, utensils, chairs, tables, etc., be removed from the building.
16. All food and beverages (**no alcohol**) shall be consumed in the church basement or the MPF if making use of that area (**not in the sanctuary or school hallways**).
17. The party signing this permit is responsible to **bag up garbage and put in dumpster**. Please leave the church premises in a reasonably clean condition.
18. Supervisor is responsible for sending out any laundry (dish towels, etc.) and for having the bill sent to the party holding the reception/event. Supervisor is responsible for making sure all lights/appliances are turned off and doors are locked. (If needed, supervisors may secure a key from the church secretary. The key must be returned after the event.)

Available Number of Tables/Chairs (updated Dec. 2013)

25 white tables / 5 brown tables
256 gray folding chairs

KITCHEN SUPERVISORS

Janet Barry (351-7523)	Annette Hagen (345-7589)	Sherry Schultz (469-1645)
Judy Becker (388-9140)	Mary Hansen (546-3978)	Julie Stelter (345-8647)
Kirsten Becker (278-3214)	Nancy Heinze (257-3678)	Marilyn Timm (387-7862)
Linda Busse (278-4605)	Anita Kruse (317-6865)	Rosie Timm (625-7865)
Margaret Frazee (382-9384)	Ruth Mueller (387-6788)	Doris Woods (625-8972)
LuAnn Friedrichs (625-1452)	Vickie Schreyer (625-5266)	

MULTI-PURPOSE FACILITY SUPERVISORS

Paul Bade (388-6327)	Scott Kruse (625-3512)	Mark Stelter (625-5343)
Matthew Busch (386-0706)	David Lueck (995-0772)	
Fred Friedrichs (243-3239)	Alan Olmanson (344-0328)	

Sound System Personnel

Craig Stelter (625-6220)	Joshua Clobes	Nathan Clobes
Brent Schreyer	Andrew Stelter	

Video Recorders

Craig Stelter (625-6220)	Vern Frank	Alan Olmanson
Paul & Diane Bode	Tony Harris	Mike Schweim

Organists

Bonnie Cornish (381-6436)	Gary Hanel (345-1359)	Vickie Schreyer (625-5266)
Lane Fischer (625-8244)	Vivian Hanel (345-1359)	
Kristen Friedrichs (382-5257)	Karla Olmanson (625-3381)	

[Updated: Feb. 2016]

Marriage Policy of Immanuel Ev. Lutheran Church of Mankato

God established marriage at the beginning of time to be a life-long union between one man and one woman (cf. Genesis 2:24). This definition of marriage was affirmed by Jesus, God's Son and our Savior, during His ministry on this earth (cf. Mark 10:6-9).

Immanuel Ev. Lutheran Church, therefore, will only recognize marriages between one biological man and one biological woman.

Further, the pastors and staff of Immanuel Ev. Lutheran Church shall only participate in weddings and solemnize marriages between one man and one woman.

Finally, the facilities and property of Immanuel Ev. Lutheran Church shall only host weddings between one man and one woman.

[Prepared – July 18, 2015]