

# Lakeview Lutheran Church-October 2017

www.lakeviewlutheranchurch.org

608-244-6181

## Historic Chapel Rental Policy

### Overview

This beautiful historic chapel, owned and maintained by Lakeview Lutheran Church, was built in 1886 at its current site. The floor plan of the building has not been altered. The woodwork is original. The gaslights have been converted to electricity. The chapel is a significant part of the history of this congregation and continues to serve as a worship space for the people of Lakeview. The building is nestled in a beautiful wooded area next to a county park. The people of Lakeview are grateful for those who began the congregation and who took the risk to build this building. The congregation is grateful to be able to share the quaint warmth of this space with others who will respect it. All proceeds raised from the rental of this historic building assist the Lakeview congregation with the many ministries that they provide in Madison, the state and in the world.

### Chapel Information

The chapel seats approximately 70 people comfortably. It is heated and has electricity. There is a small changing room that can be used on the main floor. There is a small balcony that seats a handful of people (*CAUTION: the steps are extremely steep*). There is a hand pulled bell that may be rung from the balcony. There is ample parking in a lot that surrounds the building. There is an electronic piano in the building and one music stand that can be used for music. There are candles on the altar that may be lit. There is a pulpit with lighted desktop in the building. There is one small table, one tripod and 2 flower stands available in the building. Although there are steps to the main entrance, there is an accessible entrance on the north side of the building that has a ramp to the parking area. The building does not have air conditioning. Both doors to the chapel may be opened in hot months to provide airflow. A multi-level ceiling exhaust fan is available to move air through the building. There is no telephone, cable or Wi-Fi service in the building. There is no water and there are no restrooms in the building; however an accessible restroom is located in another building on grounds. There is no amplification system in the building because it is not necessary. There is no projection system available in the building. Those who would like to see the building may do that by calling the church office to make an appointment. If your reservation includes sacramental elements, they must be provided by you.

### Guidelines

- We encourage worship services, weddings, union blessings, funerals, recognition events, vow renewals and small recitals.
- The congregation council makes the final decision as to whether an event is appropriate for the chapel-they meet on the second Tuesday evening of each month.
- Rental includes a Lakeview host to be present in the building during the event.
- Saturday/Sunday rental times are 9:00 am to noon or 1:00 pm to 4:00 pm.

- Sunday morning rentals may experience greater parking restrictions due to worship activities in the main building.
- The chapel must be cleaned and restored to the condition it was upon arrival.
- Weekday rentals are available at the same times.
- Because there are other events in this building, reservation times are exact.
- Food and beverages, other than water, are not allowed in the chapel.
- Concealed weapons are not allowed in the chapel.
- Smoking is not allowed in the chapel.
- Throwing of birdseed, rice, confetti or the use of bubbles are not allowed in the chapel or on the grounds.
- Do not tack, nail or tape to the interior walls of the chapel, taping to the ends of pews is allowable as long as all tape and residue is removed.
- No alcohol is allowed on the grounds or in the buildings of Lakeview Lutheran Church.
- Chapel rental does not include a pastor or musician. If you wish to have a service led by Lakeview staff, there will be additional fees if the staff is available. Please see the wedding or funeral policy for further information.
- This chapel and grounds should be treated with respect and integrity at all times.
- The chapel exists in a residential neighborhood so users must respect the neighbors and be considerate of their homes and yards.

### **Fees**

- To reserve the building, a Chapel Reservation Form must be completed and on file along with 50% of the total cost of the reservation plus a \$100 cleaning deposit. Once this is completed, the reservation is held on the church calendar.
- Final payment is due one week prior to the reservation date. Failure to make payment will result in the cancellation of the event. All checks should be made to Lakeview Lutheran Church.
- The cleaning deposit is returned, within 10 business days, if no “out of the ordinary” cleaning is required.
- The chapel may be rented for a 3-hour block at the rate of \$300 on Saturday and Sunday.
- Weekday and Sunday evening rentals are at the rate of \$100 per hour.
- If a cancellation is made 30 days prior to the event, the down payment, minus \$100 will be refunded along with the cleaning deposit.
- Cancellations within 30 days of the event will not be refunded.

### **Reservations**

To obtain a Chapel Reservation Form, contact the church office at 4001 Mandrake Road, corner of Northport and Mandrake in Madison, 53704. Telephone is 608-244-6181. Email is [office@lakeviewlutheranmail.org](mailto:office@lakeviewlutheranmail.org).