

FAQ's

1. The Church Member is the responsible party for the event, including setup and cleanup.
2. Report any damages or injuries to the Church Office.
3. No alcohol allowed in the building or on the grounds.
4. No smoking allowed in the building.
5. No red drinks or red Jello (#40 dye) are allowed in any room of the facility.
6. Coffee, disposable cups & plates, napkins, etc. must be provided by applicant. Dishes, supplies & food currently in the kitchen are for church activities only and should not be used for your event.
7. Tables are to be covered with plastic tablecloths which you provide.
8. Only table decorations will be permitted, nothing is to be taped to walls or ceilings.
9. There are no custodians on the weekends. If you are holding an event, you are responsible for the cleanup. Garbage cans need to be emptied (including the bathrooms), which are usually double bagged, so you can just pull the top bag out. Trash bags need to be taken outside to the appropriate dumpster at the end of your event. If the floors are bad, there is a vacuum in room 100 storage, there is a mop bucket in the ECC janitor closet. Lights need to be turned off and doors locked.
10. The facilities must be cleaned up and vacated by 10:00 PM.

PLEASE monitor your events and limit usage to the area you are renting.

Facility Rental



**St. Paul
Lutheran Church**
730 County Road PP
Sheboygan Falls, WI 53085
www.stpaulfalls.com



Facility Information at St. Paul Lutheran Church

YOU MUST BE A MEMBER OF ST. PAUL FOR RENTAL OF THE FACILITY.



ST. PAUL FELLOWSHIP HALL

- ◇ \$50 charge for rental
- ◇ Kitchen facilities
- ◇ (\$15 charge for small groups,
◇ \$25 for over 50 people)
- ◇ Carpeted room
- ◇ Ample parking
- ◇ Handicap accessible
- ◇ Capacity of 250 banquet seating &
350 concert seating
- ◇ Bridal & Baby Showers
- ◇ Wedding Receptions & Dinners
- ◇ Graduation Parties

For additional information
contact St. Paul Church Office
(920) 467-6449

IS THE FELLOWSHIP HALL TOO LARGE? HERE ARE SOME OTHER OPTIONS:

MEETING/BANQUET RM. 100

\$25 charge-Banquet seating for 35.
Located next to the Gathering Area and
kitchenette.

MEETING/BANQUET RM. 105

\$25 charge-Banquet seating for 22.
Located adjacent to the Fellowship Hall.

MEETING ROOM 104 ~ 106

\$25 charge- Seats up to 30 for mtgs.
Located across the hall from the
kitchen.

MEETING ROOM 108 ~ 112

\$30 charge- Seats up to 40 for mtgs.
Located across
the hall from
the kitchen.



PROCEDURES FOR REQUESTING USE OF ST. PAUL FACILITIES

*(The facility may only be rented
by a member of St. Paul.)*

- ◇ Call the church office (920-467-
6449) to check availability, hold the
room and request a Facility Use
Agreement.
*Note: Any prior scheduled meeting
of the church's ministries has
precedence over use by any outside
organization or personal function.*
- ◇ Submit the rental fee with the
Facility Use Agreement to reserve the
room within one week of holding
the room.
- ◇ Please call the church office if there
is a change, cancellation or any
questions regarding the facility.

To reach someone in the
Fellowship Hall during an event
call (920) 467-6449 ~ Ext. 118
(the phone is located in the kitchen)