



# St. Paul Lutheran Church

Sheboygan Falls, Wisconsin

## Facility Use Agreement

Contact name: \_\_\_\_\_  
(MUST be a member of St. Paul Lutheran Church)

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event date & times: \_\_\_\_\_

Event description: \_\_\_\_\_

Approximate number of people: \_\_\_\_\_ Key Card Needed: Yes or No

### Room Requested:

- \_\_\_\_\_ Fellowship Hall \$50
- \_\_\_\_\_ Kitchen (under 50 people) \$15
- \_\_\_\_\_ Kitchen (over 50 people) \$25
- \_\_\_\_\_ Meeting / Banquet Room 100 \$25
- \_\_\_\_\_ Meeting / Banquet Room 105 \$25
- \_\_\_\_\_ Meeting Room 104 - 106 \$25
- \_\_\_\_\_ Meeting Room 108 - 112 \$30
- \_\_\_\_\_ 300 Wing \$40

**Need A Door Unlocked?**

Member ***must*** be in the building when door is unlocked. You may have **ONE** door unlocked for **30 minutes**. Please enter the entrance and time range you'd like the door unlocked (Unsure? Please ask):

Entrance: \_\_\_\_\_

Time: \_\_\_\_\_

User agrees to hold harmless, indemnify and defend St. Paul (including St. Paul's employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, exposure to communicable disease or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of St. Paul (including St. Paul's, employees and representatives) or otherwise.

I hereby agree to be responsible for the protection of all property used. I have reviewed the Policies & Procedures and will uphold them.

Signature of member responsible for building rental \_\_\_\_\_ Date \_\_\_\_\_

Office Use: Date Payment received \_\_\_\_\_



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**\*\*PAYMENT MUST BE RECEIVED 2 WEEKS BEFORE EVENT\*\***

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## 1 Building Policy

The following guidelines must be followed inside the facility:

1. Running in the church is not permitted except in the Fellowship Hall during athletic activities, in conjunction with a specific ministry activity.
2. Conversation should be kept to an acceptable noise level and should not disturb others.
3. Horseplay, rough housing and fighting are prohibited.
4. Those assigned to a specific area of the building are to remain in that area except for arrival, dismissal, and restroom use.
5. Church furniture, equipment, other materials and the building in general must be kept in good repair, any damage must be reported.
6. Smoking and alcohol are not permitted in the building.
7. Animals are not permitted in the building, except those licensed as aides for people with disabilities.
8. Fire pulls and dialing "911" are for emergency use only. Any other use is a violation of law and will be addressed by law enforcement officials.
9. Areas must be returned to the same condition they were found in or better. Floors and surface areas need to be clean. Garbage cans must be emptied and taken to the outside dumpster.
10. Lights must be turned off when you are finished using a particular area.
11. When your activity is complete you must remain in the building until you scheduled the doors to lock, so that the building is not left unattended.
12. Children may not be left unsupervised in the building.
13. Parents are expected to guide their children in following this policy. When children are supervised by volunteers, the volunteer is expected to redirect children who are not following the policy. If a child does not respond to redirection, a parent may be called.
14. Everyone is encouraged to help others adhere to this policy by reminding them of appropriate behavior.



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If damages occur as a result of disobeying these guidelines, the parties involved will be held responsible to reimburse the church for repairs.



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### 2 Additional Policies for Building Rental

1. The Church Member is the responsible party for the event. You are responsible for any setup or cleanup of the event. The space used should be set up the way it was found. Please contact the Director of Church Administration prior to the event if you have any special needs or questions. Report any damages or injuries to the Church Office.
2. Nonprofit organizations can rent the facility, at no cost, with the following guidelines.
  - a. The organization cannot charge attendees, the event cannot be for profit.
  - b. The organization must agree to and sign our Building Use Ministry Statement (form x128), indicating that they will not do anything during their event that goes against the beliefs of St. Paul Lutheran Church.
3. In the event that youth organizations rent the facilities, a minimum supervision ratio of 1 adult (19 years or older) for each 10 youth must be provided by the organization.
4. The west (preschool) entrance or the rotunda entrance is to be used for all fellowship hall or meeting room events. The "Gathering Area" and Worship Center area should not be used.
5. Member renting the facility is responsible for all food preparation and cleanup. No red drinks or red Jello (#40 dye) are allowed in any room of the facility. All left over food must be removed when leaving.
6. Coffee, disposable cups & plates, napkins, etc. must be provided by member. Dishes, supplies & food currently in the kitchen are for church activities only and should not be used for the event.
7. Tables are to be covered with plastic tablecloth which you provide. If tables are not covered, they will need to be washed off after your event.
8. Only table decorations will be permitted, nothing is to be taped to walls or ceilings.
9. Pianos are not to be moved. Moving a piano will result in a \$50.00 tuning fee.
10. The church is not responsible for any materials left in the building.
11. Members renting the facilities must be out of the building by 10:00 PM.
12. If payment is not received 2 weeks prior to reservation, reservation will be forfeited. NO exceptions!



## **St. Paul Lutheran Church** Sheboygan Falls, Wisconsin

### **Building Use Ministry Statement** of **St. Paul Lutheran Church, Sheboygan Falls, Wisconsin**

The goal of this Ministry Statement is to keep the ministries of St. Paul Lutheran Church, a congregation of the Lutheran Church – Missouri Synod, united in focus on our mission of “Connecting People to Christ.”

#### **Statement of Faith**

We believe that the Holy Bible, both the Old Testament and New Testament, in all its words, is the inspired Word of God and, consequently, true and trustworthy; and that it is the only source for the proclamation of the Gospel through which the Holy Spirit creates saving faith in Jesus Christ.

We believe in a triune God who has existed for all time and eternity. He has revealed Himself as Father, Son and Holy Spirit – three distinct persons in one divine essence or being. The Triune God is the embodiment of love and desires that all people be saved by coming to repentant faith in Jesus Christ.

We believe in Jesus Christ as true God and true man. We believe in his virgin birth, in his sinless life, in his teaching, in his death as payment for our sins, in his resurrection and bodily ascension to the Father and in His return in power, glory and judgment on the last day.

We believe that all people are born into this world as sinful and lost human beings and that it is only through faith in Jesus Christ that we can be saved. Such faith is created in sinners when the Holy Spirit works powerfully through the Gospel to miraculously cause spiritual rebirth in a person’s heart.

We believe in the physical resurrection of the dead on Judgment Day. Those who trust in Jesus Christ will rise to eternal life in heaven with God. Those who reject Christ will be condemned to eternal damnation in hell.

We believe that within every believer there is the indwelling presence of the Holy Spirit who enables us to live a godly life and who empowers us to be His witnesses to other people about the hope that can be found only in Jesus Christ. This same Holy Spirit gathers Christian believers together into His one, holy Church for spiritual fellowship, nurturing, growing in faith and sharing the faith with others.



## **St. Paul Lutheran Church** Sheboygan Falls, Wisconsin

The ministries of St. Paul Lutheran Church exist in order to share this Christian faith through word and action everywhere we are.

*The above statements do not exhaust the extent of our beliefs. The Bible, as the inspired and true Word of God, is the final authority on truth, morality and proper conduct of Christian believers. It is, therefore, the final source of all that we believe. For the purposes of this church's faith, doctrine, policy and discipline, our pastors, elders and church council, following the Bible and the Confessions of the Lutheran Church, provide the final interpretive authority on the Bible's meaning and interpretation.*

### **Religious Character**

We are a Christian organization existing for the purpose of "Connecting People to Christ". All of our ministries strive to exemplify our beliefs. These beliefs should be evident in our ministry efforts when they occur at our facility and also off site. None of our ministry efforts should conflict with our beliefs or promote individuals or organizations which do not respect our beliefs. We believe that every person must be afforded compassion, love, kindness, respect and dignity.



## St. Paul Lutheran Church Sheboygan Falls, Wisconsin

### Code of Christian Conduct

We believe in the law as written in the Bible, including adherence to the Ten Commandments and the guidance of Jesus Christ. Included in the Code of Christian Conduct are respecting the sanctity of human life and avoiding cheating, stealing and disrespecting authority. Also included in the Code of Christian Conduct are sexual codes, including abstaining from sexual contact outside of the marital union of one man and one woman and conforming to one's biological sex. (See policies #30 and #43).

### Criteria for Working in the Ministries of St. Paul Lutheran Church

All employees must sign this document affirming their agreement with this Ministry Statement. All employment positions must have a job description which clearly defines the qualities we seek in that particular job and how the job helps fulfill our church's mission. Volunteers affirm that they respect our beliefs and will not work to disparage or undermine them. This document will be good for three years and then must be resigned to continue service.

### Facility Use Policy

Our buildings exist through God's benevolence and the generosity and efforts of our membership of Christian believers. They were created to promote these beliefs through our activities. All activities at our facilities should support the congregation's discipleship and outreach priorities. Our facilities may not be used by people or groups to spread, advance or practice beliefs in conflict with our faith and moral teachings.

In the event that we enter into agreements to expand our ministries to sites outside our own buildings, the owners or administrators of those buildings must agree to respect our beliefs and not work to disparage, change or undermine our beliefs.

#### Building Use

I, \_\_\_\_\_, as a representative of an organization using the St. Paul Lutheran Church facility, agree that we will not disparage or undermine those beliefs as outlined above.

Name of Organization:

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Position of Representative:

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**St. Paul Lutheran Church**  
Sheboygan Falls, Wisconsin

_____	_____
Representative Signature	Date