



Title: Facility Rental
Policy #: 15
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	2/09		GUIDELINES ARE NEEDED FOR FACILITY RENTALS
2.0	12/11		UPDATED TO INCLUDE DIRECTOR POSITION
3.0	8/13		UPDATED TO INCLUDE SAFE BUILDING USE POLICIES AND FORM 117

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation and community members.

3 Policy

1. Only church members can rent the facility. The Church Member is the responsible party for the event. They are responsible for any setup or cleanup of the event. The Director of Church Administration should be contacted if there are any special needs or questions prior to the event. Any damages or injuries must be reported to the Church Office.
2. In the event that youth organizations rent the facility, a minimum supervision ratio of 1 adult (19 years or older) for each 10 youth must be provided by the renting organization.
3. Entrance 2 (rotunda) or entrance 3 (ECC/TGP) should be used for all fellowship hall or meeting room events. The Gathering Area and Worship Center area should not be used.
4. No alcohol is allowed in the building or on the grounds. No smoking is allowed in the building.
5. Organizations and private parties renting the facilities are responsible for all food

preparation and cleanup. No red drinks or red Jello (#40 dye) are allowed in any room of the facility. All food must be removed when leaving.

6. Food is allowed in the Fellowship Hall, Room 100, 100 wing rooms and the kitchen. Food lines in the Fellowship Hall will be along the kitchen serving window or along the north wall (*by the youth room*) of the Fellowship Hall. **All garbage cans with disposed food must be emptied and taken to the dumpster outside at the end of the event.**

7. Coffee, disposable cups & plates, napkins, etc. must be provided by renter. Dishes, supplies & food currently in the kitchen are for church activities only and should not be used for any rental event.

8. Tables are to be covered with plastic tablecloth provided by the renter. If tables are not covered, they will need to be washed off by the renter after the event.

9. Only table decorations will be permitted, nothing can be taped to the walls or the ceilings.

10. Pianos are not to be moved. Moving a piano will result in a \$50.00 tuning fee to the renter.

11. The church is not responsible for any materials left in the building.

12. Organizations and private parties renting the facilities must be out of the building by 10:00 PM.

13. Outside doors should not be propped open at any time.

14. Before leaving the building the renter must be sure all lights are turned off, all electrical appliances are unplugged and all doors are locked tight.

15. 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. If the floors are bad, there is a vacuum in room 100 storage. Lights need to be turned off and doors locked.

4 Procedure

To request the use of St. Paul Facilities, the following procedure will be followed:

1. Call the church office (920-467-6449) to check availability and to hold the room. Any previously scheduled meeting of the church ministry groups have precedence over use by any outside organization or personal function.

2. Fill out the facility use agreement, form x110, and submit it to the church office within one week of holding the room.

3. Submit the rental fee with the agreement to reserve the room. Checks should be

made payable to “St. Paul Lutheran Church.”

4. Please call the church office if there is a change, cancellation or with any questions regarding the facility.

5 Forms

Form x110 Facility Rental Brochure
Form x119 Facility Rental Agreement