

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

Member **must** be in the building when doors are unlocked. Please enter the time you want the doors to be unlocked (Unsure? Please ask.):

Main Entrance: _____

Rotunda: _____

Entrance #3: _____

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, 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 _____



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 lock the doors you opened and check other doors in the area. If you are the last to leave the building, you must be sure all the doors are locked.
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.

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



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. 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. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Only table decorations will be permitted, nothing is to be taped to walls or ceilings.
8. Pianos are not to be moved. Moving a piano will result in a \$50.00 tuning fee.
9. The church is not responsible for any materials left in the building.
10. Members renting the facilities must be out of the building by 10:00 PM.