

All Saints Lutheran Church  
705 W. Tomlin Road  
Wales, WI 53183  
262-968-3322

## All Saints Lutheran Church

### POLICY STATEMENT

#### USE OF CHURCH FACILITIES AND EQUIPMENT

##### **GENERAL POLICY**

Request for use of All Saints Church facilities by outside groups and individuals has increased with the completion of the new facility. Because of this, there is a need for a more formal facility use policy.

All Saints first priority is for the church's worship, teaching, and church-sponsored activities. The church also recognizes its responsibility to assist other organizations whose goals are to benefit the community as a whole. Still, those organizations must follow reasonable rules and accept a fair share of the church's cost of granting such use.

Use of our facilities should be denied to those who more appropriately should use local commercial facilities for meetings and banquets, etc. Use of our facilities should be denied in all cases when the use will be for a commercial or for profit use.

The Building & Grounds Committee Chairperson will be responsible for the functional implementation of this policy.

This facility is smoke free.

No alcoholic beverages may be served or consumed in the church facility.

##### **CHURCH EQUIPMENT**

Church equipment shall not be used off premises for non-church related activities.

##### **PRIORITIES**

The Church Council approves the following priorities for use of church facilities and equipment subject to availability, with no restrictions:

**Priority #1** ; Official All Saints Lutheran Church worship related activities. This includes congregational worship, Sunday School, Sunday Bible Classes, Sunday Coffee Hour, etc.

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**Priority #2 :** Official All Saints Lutheran Church organizations. This includes organizations such as the Church Council, church committees, staff meetings; All Saints sponsored youth groups, Bible Study groups and choirs. These activities should be scheduled in advance with the church office to avoid conflicts.

The Church Council approves the following priorities for use of church facilities and equipment subject to availability and fee schedule, with approval requirements as indicated. The Church Council also reserves the right to waive any and all applicable fees under special circumstances.

**Priority #3 :** Member activities such as weddings, funerals, anniversaries, birthday celebrations, or other activities after making prior arrangements with the Pastor or Church Council.

**Priority #4 :** Other charitable or religious groups approved by the Pastor and the Church Council.

**Priority #5 :** Other requests by special permission of the Church Council.

The church secretary will be responsible for the master scheduling of all facilities usage. Scheduling will not be considered firm or final until proper approval has been granted and all fees and deposits have been paid in advance. All single use requests require approval by the Executive Committee. Any requests for continuing use require approval of the Church Council. The Pastor or any Council Person will bring all requests for facilities or equipment use to the Church Council

## **TERMS OF USE AGREEMENT**

An Authorized Use Agreement is required before any use of the facilities by a priority 3,4 or 5 groups, and the required deposit and usage fees must be paid when the agreement is signed. The activity shall not be considered scheduled until all deposits and fees have been received. The Use Agreement must be signed by one or more responsible contracting individuals who will be legally responsible to All Saints Lutheran Church for supervision of the use of and responsible to All Saints Lutheran Church for any damage or misuse. The contracting individual will be required to indemnify and to hold All Saints Lutheran Church harmless from and against any damages, any claim or demand against All Saints Lutheran Church arising out of the use of church premises by any persons participating in or present because of the scheduled activity, regardless of negligence or wrong doing by All Saints Lutheran Church and agree to reimburse All Saints Lutheran Church all costs of defending any claims. The contracting individual will be responsible to assure compliance with the rules as contained in the agreement and any rules posted on the premises.

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All Multi-Use Agreements shall be on an annual basis. (Multi-Use is defined as situations when church facilities will be used on an on-going, regular basis.) To facilitate record keeping, all arrangements shall begin on September 1<sup>st</sup> and end on August 31<sup>st</sup>. They will be subject to renegotiation or termination prior to renewal. All Multi-Use agreements will be negotiated with the Executive Committee and approved by the All Saints Lutheran Church Council.

Multi-Use agreements are subject to change based upon church needs.

There must be a minimum of one responsible adult supervisor present at all times for every ten participants or fraction thereof.

**KITCHEN RULES**

All users of the kitchen, including church staff, members, and outside groups, are required to strictly observe posted rules.

**ALCOHOLIC BEVERAGES**

No alcoholic beverages may be served or consumed in the church facility.

**SMOKING**

All Saints Lutheran Church is a smoke-free facility

**DEPOSIT FOR CLEAN UP ADDITIONAL JANITORIAL SERVICES AND DAMAGES**

Use of Sanctuary, Gathering Room or Family Life Center:

An advance deposit of **\$100.00** is required, ***in addition to usage fee***, to cover any unusual cleanup or repair, and cost of set up or tear down. Any deductions will be itemized and refund made within approximately two weeks after use.

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### FACILITY USE

### FEE SCHEDULE

The following usage fee schedule is approved for the use of church facilities:  
(Priorities #1 and #2 are exempt)

	<u>Non-Member</u>	<u>Member</u>
1. <b>Sanctuary use</b> (approval must be obtained from Pastor)		
Fee	\$400.00	Free Will Offering
<i>Pastoral Fee</i>	<i>TBD by Pastor</i>	N/A
2. <b>Family Life Center</b> Reception, party, etc.	\$500.00	Free Will Offering
3. <b>Kitchen Use</b>	\$150.00	Free Will Offering
4. <b>Classrooms Use</b>	\$ 50.00	Free Will Offering
5. <b>Gathering Room</b>	\$100.00	Free Will Offering
<b>Custodial Fee</b>	\$100.00	\$50.00

**IMPORTANT:**

All fees are to be paid in advance. Security deposit will be forfeited to cover any expense incurred for cleaning or damage which goes beyond normal custodial fees.

If kitchen facilities are to be used, follow all posted guidelines for use.

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**AUTHORIZED USE AGREEMENT**  
**All Saints Lutheran Church**

Name(s) of Contracting Individual(s) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ On behalf of (Organization) \_\_\_\_\_  
Address \_\_\_\_\_  
Number of People attending event \_\_\_\_\_ Number of Adult Supervisors \_\_\_\_\_  
What rooms or areas of the church to be used?  Sanctuary  Family Life Center  Kitchen  
 Class Rooms Which ones: \_\_\_\_\_  Gathering Room  Other \_\_\_\_\_  
For what activities? \_\_\_\_\_  
Date(s) of use \_\_\_\_\_ from \_\_\_\_\_ .m. to \_\_\_\_\_ .m.  
Need access to kitchen?  No  Yes If yes, for what purpose \_\_\_\_\_

**INDEMNIFY/HOLD HARMLESS CLAUSE:** The above contracting individual(s) do each personally contract to indemnify and hold All Saints Lutheran Church harmless from and against any damages, any claim or demand against All Saints Lutheran Church arising out of the use of church premises by any persons participating in or present because of the scheduled activity, regardless of negligence or wrong doing by All Saints Lutheran Church, and agree to reimburse All Saints Lutheran Church for any expenses incurred by All Saints Lutheran Church defending such claim or demand.

CONTRACTING INDIVIDUALS promise to closely supervise all activities on the premises, protect the property of All Saints Lutheran Church and strictly observe the following rules:

1. Using individual or organization is required to obtain any necessary insurance.
2. This facility is smoke free.
3. No alcoholic beverages will be possessed or consumed on the premises
4. No commercial activity shall be conducted on the premises.
5. Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
6. There must be a minimum of one responsible adult supervisor present at all times for every ten participants or fraction thereof.
7. All posted rules for the facility must be observed.
8. This form must be completed, signed by contracting individual(s) and church representative, and payment made before event will be scheduled or use made.
9. Inappropriate behavior or use of the facilities will be cause for immediate termination of Use Agreement.
10. All Saints Lutheran Church reserves the right to cancel any future scheduled use without cause.
11. All multi-use use permits expire automatically on August 31<sup>st</sup>. Use after expiration requires a new agreement.

Agreed Fees: \$ \_\_\_\_\_ per \_\_\_\_\_  
Date Fee Received: \$ \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_

CONTRACTING INDIVIDUALS: \_\_\_\_\_ ALL SAINTS LUTHERAN CHURCH  
\_\_\_\_\_

Date Signed \_\_\_\_\_ Date Signed \_\_\_\_\_

**THE FACILITY IS EXPECTED TO BE LEFT IN GOOD CONDITION. ALL DOORS MUST BE LOCKED AND LIGHTS TURNED OFF BEFORE LEAVING.**