

FACILITIES USE POLICY

Christ the King Lutheran Church (the *Church*) grants the use of its facilities to members, community groups, and organizations whose purpose is the betterment of the individual through fellowship and education consistent with a Christian place of worship.

Any scheduling of the facility requires the completion of the Application for Approval of Facility Use form. This agreement and the form can be picked up at the church office during normal office hours. The contact person on the application (*Applicant*) is the person responsible for the use and care of the facility and any associated equipment, required set-up, security, and clean-up of the facility after its use. The use of the facility will be limited to the area(s) specified.

The fact that a group or organization (*User*) is permitted to meet at the church does not constitute endorsement of the group's policies or beliefs. The Church reserves the right to make the facilities available free of charge for any program it deems merits exception. Any permit to use Church facilities is revocable and nontransferable and the Church or its authorized agents may reject any application or cancel any permit at any time for any reason or no reason.

When an Applicant requests the use of the facility, permission will be granted in the following order or priority:

1. Church functions
2. Church-related ministry functions
3. Church member use
4. Previously approved Application for Approval of Facility Use
5. Non-member use

Any User using the facilities of the Church shall abide in good faith by the Church's rules and regulations. Failure to follow the rules and regulations shall be grounds to immediately terminate any permit, including during the event or use.

The rules and regulations are as follows:

1. The Applicant and User shall indemnify and hold the Church harmless from public liability or property damage resulting from activities of the Applicant or User and shall be responsible for all of the Church's costs and actual attorney fees incurred in any action relating to the use or the Application for Approval of Facility Use.
2. The Church is not responsible for damage, theft, or loss to personal property while Applicant, User or their guests are on the Church premises.
3. The Church facilities will not be available for use during any national holiday when the Church facilities are normally closed, when weather conditions are poor, when areas are closed for repair, or if necessary personnel from the Church are not available.
4. An Applicant or User shall only use Church equipment, supplies, and technology as permitted to do so by the Application for Approval of Facility Use.
5. The Applicant and User will be charged the direct costs incurred for special needs, services, and equipment. Requests must be made preferably at least one month but absolutely no later than two weeks in advance of the permitted use date.
6. The Applicant and User shall use the designated facilities only during the specified dates and hours. Any other use must be specifically approved in advance by the Church.
7. The Applicant, User and their agents, employees and guests must observe all health, fire, and safety rules of the Church, the State of Wisconsin, and the federal government while on the property of the Church.
8. The Applicant, User, and their guests shall at all times conduct themselves in a manner consistent with using and occupying a place of Christian worship and shall not undertake or permit any activity or conduct inconsistent therewith.
9. It shall be the duty of the Applicant to apprise the Users, members, and guests of these rules and regulations and to make sure that they are followed and enforced.

(over)

10. If you have requested and been granted use of the kitchen facility there are separate rules and regulations related to the kitchen that also must be followed.
11. No furnishings may be moved from other parts of the facility unless previously agreed to in writing by the Church. Additional items needed must be applied for on the application. All items moved must be returned to their original location at the completion of the event.
12. All incidents of damage must be reported to the Church Office Manager and Applicant and User are liable for costs, including repair or replacement, incurred.
13. The Church reserves the right to relocate an event to a comparable room within the building. The Church shall attempt to provide reasonable notice to Applicant or User.

Suggested Donation Schedule for Non-members and Non-Profit Organizations

Non-members and non-profit organizations are encouraged to contribute. These nominal suggested donations are established to help cover operating costs of the facility, for accommodating the events throughout the year, including heat, lights and maintenance. Donations should be made out to Christ the King Lutheran Church and can be turned in on or before the day of the scheduled event. Please note that once a donation is received, it is not refundable, even in the event of a cancellation.

Main Worship Room (Sanctuary)	\$250
Fellowship Hall	\$125
Council Room	\$50

The following nominal suggested donations are established to cover personnel time to assist or lead for the event. The suggested donations may be waived at the discretion of the church staff.

Pastor	\$300
Each Church Musician	\$100-\$200
Administrative	\$100
Technology Person	\$100
Custodial (for large events)	\$100

Suggested Donation Schedule for For-Profit Organizations

A minimum of 10% of fees charged in addition to any costs relative to church personnel and/or room use (see above). The suggested donations may be altered at the discretion of the church staff.

Proof of Insurance

User or Applicant needs to provide Certificate of Insurance if said organization is insured.

APPLICATION FOR APPROVAL OF FACILITY USE

Event Name: _____

Applicant Name: _____

Applicant Email: _____

Applicant Phone #: _____

Brief description of event: _____

Start Date: ____ / ____ / ____

Start Time: ____ : ____ a.m. / p.m.

End Date: ____ / ____ / ____

End Time: ____ : ____ a.m. / p.m.

Frequency: One Daily
time

Weekly Monthly Other

Additional time needed for set-up/take-down: _____

Approximate number of participants: _____

Desired room(s): Main Worship Room Fellowship Hall Council Room Fireside Room

Additional Requests: Blu-Ray/DVD/TV Round Tables # _____ Chairs # _____

Personnel Needed: Pastor Administrative Staff Musicians
 Technology Other

By signing this form I agree that I have read and understand the Facilities Use Policy for Christ the King Lutheran Church. I also represent that I am authorized to act on its behalf, and I agree on behalf of myself and the User to the Terms of Use stated in the Facilities Use Policy. Applications are typically responded to within one week of receipt.

Signature of Applicant

Date

I hereby authorize Christ the King Lutheran Church to publish my event details and contact information for publicity purposes. (optional)

(For Office Use Only)

Amount Paid: _____ Check # _____