

Peace Lutheran Ministries

Use of Facility Rules and Procedures

Our purpose as a congregation and school is to be strengthened in our faith in Jesus Christ and to share Him with others. The physical resources entrusted to our care are part of the “tools” to be used by us to accomplish that purpose. The following “Use of Facility Rules and Procedures” have been established to help us accomplish our mission and ministry.

- 1) Scheduling
- 2) Security
- 3) Supervision
- 4) Usage Fee's and Insurance
- 5) Cleanup
- 6) Equipment and facility Usage
- 7) Supplemental Forms List

1) Scheduling

- * A master calendar for scheduling events and use of facilities is located in the church/school office. Any group, adult member of the congregation or outside group wishing to use the facility of Peace Lutheran Congregation must check availability with the office. If the date is open then obtain and complete a “Use of Facility Request Form”.
- * Requests to use facilities shall be made at least **ten (10) working days** in advance of a scheduled request date.
- * Non-Church/School/Childcare events may normally be scheduled no more than 6 months in advance.
- * All Church/School/Childcare sponsored activities will have precedence over other requests to use facilities.
- * Requests to use congregational facilities or equipment which are not covered within the Rules and Procedures will be considered by the Ministry Leadership Team - (Pastors, School Administrator and Childcare Administrator).
- * Staff Use - Unscheduled, impromptu use of the gym by a staff member and immediate family is permissible when use does not interfere with scheduled group use. An adult member of the staff's family must be present to ensure safety and the proper use of the gym.

2) Security

- * The general rule is “If you open it - close it; If you turn it on - turn it off; If you take something - put it back when done; If you unlock it - lock it when done.”
- * Individuals who are authorized to have facility keys are Staff members and Presidents or leaders of congregational teams and organizations (e.g. WOW, Men's Club, LWML, Altar Guild).
- * When an authorized individual is issued a key, the Administrative Manager will record the date received. When that individual completes his term, he or she is to return the key back to Administrative Manager. His or her key is **NOT** to be passed on to anyone.
- * The south side main office school entrance doors will be unlocked during posted hours.
- * Church entrance doors will be opened 1/2 hour before services begin.
- * During scheduled events, the south side Fellowship Hall and/or west side Fellowship Hall doors may be unlocked. For gym scheduled events, only the gym entrance/exit door may be unlocked.
- * **All other facility entrance/exit doors will remain locked at all times!**

- * Facility interior doors of the church, fellowship hall, narthex, gym and restrooms will remain open. **ALL** other facility interior rooms are to be locked when they are not being used.
- * When there is a scheduled gym event, the two roll down metal gates must be down to help prevent wandering into the church area and into the school area.
- * For members of Peace Lutheran, a temporary key may be issued to the contact person as listed on the “Use of Facility Request Form” for a scheduled event. This key may be picked up Monday thru Friday at the office the day of the event or before the event and dropped off immediately after the event at the office during regular office hours.
- * **No** key will be issued to nonmembers or outside groups.
- * **FIRE ALARM** – if the fire alarm system is activated, all occupants should exit the facility and should not re-enter until an all clear is given by the fire department.

3) Supervision

- * The contact person that is listed on the “Use of Facility Request Form”, will act as event supervisor which will include accepting responsibility of the area being used and returning the area to the way it was prior to using it.
- * Non-profit outside groups and nonmembers **will** have an assigned member from Peace Lutheran who will act as facility supervisor for the event. This person will provide assistance with doors, lights, security, sound system, coordinate cleanup and to help answer any questions that may come up from the event supervisor. **Below is the fee schedule for mandatory facility supervision:**

-up to 3 hours **\$75.00**
 -up to 6 hours **\$150.00**
 -for the day 7am-11:00pm **\$200.00**

- * For child and student groups a responsible adult must be present with the group when an area is being used to ensure safety and the proper use of the facilities.

4) Usage Fee's and Insurance

- * Peace Lutheran Ministries is a wonderful place for members, congregational groups and school/community groups to use for there planned events. For us to continue to provide you with the use of Peace Lutheran Facilities, utilities need to be paid and continued maintenance is required and therefore we rely on donations to accomplish this. **There are no fees required for those mentioned above, however a free will donation is so much appreciated.**
- * Non-members and Outside Profit Groups will be charged a fee for using the facilities of Peace Lutheran. The fees will help cover such things as custodial services and utilities. Include hours for any setup and teardown. Fee's will be as follows:

Fellowship Hall & Narthex

- up to 3 hours ... **\$250**
 - up to 6 hours ... **\$350**
 - for the day 7am – 11:30pm ... **\$500**

Gym

- up to 3 hours ... **\$250**
 - up to 6 hours ... **\$350**
 - for the day 7am – 11:30pm ... **\$500**

Sanctuary & Narthex

- up to 3 hours - **\$250**

- up to 6 hours - **\$350**

- for the day 7am – 11:30pm ... **\$500**

- * In addition, a refundable security / damage deposit of \$100 is required for Non-members, Outside Profit Groups and School / Community Groups. In the event that damage is done and costs exceed \$100, repair work or restitution will be billed by Peace Lutheran.
- * If a scheduled event must be canceled, payment will be refunded minus a \$25 administration fee.
- * Any checks used to pay for fees and security/damage deposits will be cashed. After the event, any refundable deposit will be done with a Peace Lutheran issued check.
- * All fees are due one month in advance of the event, except the security/damage deposit which will be due at time of application.
- * Peace Lutheran ministry functions are covered under the Peace insurance policy. Outside groups will need to provide a “certificate of insurance” from their insurance carrier.
- * Any organization using Peace Lutheran facilities that brings in the general public, must provide evidence of general liability coverage of \$1,000,000. This verification is to be provided at the time of application for facility use. The lessee agrees to comply with the following stipulated insurance requirements.
 - a. **Hold Harmless Clause:** The lessee shall indemnify and hold harmless the Lessor from any and all damage or loss or liability of any kind whatever occasioned upon and/or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks of concourse adjacent thereto, by reason of any bodily injury to or death of any person or by person of any injury to property of third persons occasioned by any act or omission, neglect or wrongdoing of the Lessee or any of his, her, and/or its officers, agents, representatives, assigns, guests, employees, invites, or other persons admitted by the Lessee to the premises, and the Lessee with, at his, her and/or its own cost and expense defend and protect the Lessor against any and all such claims.
 - b. When insurance is required the Lessee will be required to provide a Certificate of Insurance in duplicate indicating clearly and completely evidence of Commercial General Liability coverage as being in force during the term of this agreement, either alone, or in conjunction with an Umbrella Liability Policy as follows:
 - Not less than \$1,000,000 per Occurrence
 - Not less than \$1,000,000 General Aggregate
 - Not less than \$1,000,000 Personal Injury/Advertising Injury Aggregate
 - Not less than \$500,000 Products/Completed Operations Aggregate (only is Lessee dispenses food, confections, refreshments, and/or beverages)
 - c. Said “Certificate of Insurance” required under Item B must clearly and firmly obligate the Insurance Carrier to include and cover the “Contractual Liability” in accordance with the above Hold Harmless Clause and made a part of the Rental Agreement. Peace Lutheran Church and School shall be named as an additional insured and the function defined by endorsement on the Lessee’s Commercial General Liability Policy, and as noted on the Certificate of Insurance. Certificate of Insurance should show 30-day notice of cancellation clause, unless specific agreement is reached with Peace Lutheran to the contrary.
- * Exceptions regarding providing a certificate of insurance may be made, if in the opinion of the Ministry Leadership Team, it is not practical to request a certificate from a particular group or organization because their purpose of requesting the facility is to serve the patrons of Peace Lutheran (e.g. public hearing). Insurance is also not required if the facility is being used for recreational

purposes (i.e. use of gym for basketball). However, each participant shall sign a Recreational Participation Waiver Sheet.

5) Cleanup

- * Leave it like you found it and ready to be used by the next group.
- * Outside groups will need to bring their own cleaning supplies and coordinate cleanup with the facility event supervisor.
- * Cleanup supplies for members and church, childcare, and school groups are located in the kitchen area custodian closet.

6) Equipment and facility Usage

- * All congregational rooms and equipment are “multipurpose.” No single organization or individual has sole usage of the facilities or equipment. Most rooms and equipment, however, have a primary use and function and may not be available for every activity or event.
- * The Luther Room (conference room) is designed for small group meetings, workshops, conferences, training sessions, etc.
- * All physical equipment and property belonging to Peace Lutheran Ministries is to **remain on the premises**.
- * The event supervisor of an approved group, organization, individuals, members, etc., requesting facility and/or equipment usage is responsible for **returning the area being used to the way it was before using it!** This includes seeing to it that all lights are turned off and doors are locked. The general rule is “If you open it - close it; If you turn it on - turn it off; If you take something - put it back when done; If you unlock it - lock it when done.”
- * Audio/Visual equipment is to be “adjusted” by authorized staff only.
- * Thermostats are to be “adjusted” by authorized staff only.
- * **Food and drink are allowed in the Fellowship Hall only! Bottled water may be used in the Gym. If there is any evidence of Food and Drink outside of the Fellowship Hall.... the event supervisor is responsible for cleanup. Any outside group not complying with the above, will risk forfeiting their security / damage deposit.**
- * Peace Lutheran is a smoke free, drug free and alcohol-free facility.
- * Any display items to be displayed must be listed on the “Use of Facility Request Form” for approval and must be approved before they can be displayed.
- * Hallways are to be kept clear of clutter.
- * There are to be no obstructions at or near exit doors!
- * Use of Facilities for scheduled events will be between the hours of 7am until 10pm. Cleanup may take place till no later than 11:30 pm.
- * Admission fees may be charged by the organization, materials may be sold, or other means of fund raising pursued, providing it is legal and permissible on church, school, and childcare premises and as outlined in Peace Lutheran policies.

School facilities may not be used for:

1. Promulgating any theory, doctrine, or group subversive to the law of the United States or any subdivision thereof advocating governmental changes by violence or subterfuge.
2. Any activity that violates the canons of good morals, manners, or taste, or may be injurious to the building, grounds, equipment, or that might be injurious to any persons.
3. Any purpose that is in conflict with a church, school, and childcare activity.
4. Any political purpose unless expressly approved by Peace Lutheran.

- * An approved “Use of Facility Request Form” may not be transferred to another party, group or organization.
- * **Prior approval from Peace Lutheran’s Facility Manager must be secured prior to attaching any material to property walls or windows.**
- * If the event is an athletic camp, clinic, or workshop, the event will at all times be conducted in full compliance with all applicable Wisconsin Interscholastic Athletic Association code of behavior.
- * Only members of the organization, group, or those directly associated with an organization or group shall be permitted to use the requested facility. Participating members of groups or organizations must remain in the designated areas at all times.
- * Peace telephones are not to be used by groups or organizations unless there is an emergency.
- * The event supervisor will notify the administrative manager of any injuries and/or accidents involving participants during the group or organization’s use of facility within three days of the incident.
- * Peace Lutheran will not provide basketballs, volleyballs, or other athletic equipment without prior arrangement. When provided, equipment becomes the responsibility of the group or organization using them.

7) Supplemental Forms List

- * Member Use of Facility Request Form
- * Non- Member Outside Groups Use of Facility Request Form
- * Open Gym Signup & Liability Waiver on Peace letterhead
- * Open Gym Liability Waiver take home version

04/24/12 ra

01/31/17 ra

09/22/21 dk

**Peace Lutheran Ministries
Non-Members, Outside Profit Groups & School / Community Groups
"Use of Facility Request Form"**

Contact Peace office to check on date and availability of area being requested to use. Fill out this form ("Use of Facility Request Form") and return it to the office along with a required "certificate of insurance", a usage fee and a security/damage deposit fee (see "Use of Facilities Rules and Procedures" Policy for details). You will be notified once your request has been approved. **We need everything listed above before any approval is given!**

Requests to use facilities shall be made at least ten working days in advance of the scheduled request date.

Name of organization, club, group, etc.: _____

Name of contact person (please print): _____

The contact person above (must be an adult at least 18 years of age) will act as event supervisor, which will include accepting the responsibility of the area being used and returning the area to the way it was prior to using it. This person will be the first to arrive and the last to leave the event.

Telephone number of contact person: _____

Area being requested:

___ Fellowship Hall carpet side ___ Fellowship Hall tile side ___ Gym ___ Kitchen (counter tops & sinks only)

Area(s) not listed above will be considered: _____

Requested Date(s): _____

Requested Time(s): _____

Approximate number of people: _____

Briefly describe activity or event and add other comments:

Once approved, you may be assigned an on-site facility supervisor for your event.

I have read, understand, and agree to abide by Peace Lutheran's "Use of Facilities Rules and Procedures" Policy and Peace Lutheran Church Wedding Policy (weddings only).

Signature of Contact person listed above: _____

Date: _____ Office Use Only _____

Pastor ___ School Admin ___ Childcare Admin ___ Facilities Manager ___ Athletic Dir (gym only) ___

Usage Fee _____ Security/damage deposit _____

Date Received _____ Date Received _____ COI Date Received _____

Gym waiver(s) on file _____