

# Wolf River Lutheran High School

W7467 River Bend Rd  
Shawano, WI 54166  
715-745-2400

## Use of Facilities Agreement (11/9/2021)

### Facility Purpose Statement

Wolf River Lutheran High's facilities were provided by God's benevolence and are consecrated to His glory (Col. 3:17). Therefore, Wolf River Lutheran High's facilities are to be used exclusively to glorify God. Although the facilities are not generally open to the public, Wolf River Lutheran High makes its facilities available to approved student body members, faculty, or outside groups on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Wolf River Lutheran High's facilities may not be used for activities that contradict, or are inconsistent with, Wolf River Lutheran High's beliefs, as summarized in Wolf River Lutheran High's statement of faith. This restricted facility use policy is necessary for two reasons. First, Wolf River Lutheran High may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, Wolf River Lutheran High must present a consistent public witness to the community through stewardship of its property. Allowing facilities to be used by those who express beliefs or engage in practices contrary to Wolf River Lutheran High's faith would have a severe, negative impact on the message Wolf River Lutheran High strives to promote and could cause confusion and scandal to the student body, faculty, and the community. Therefore, only events that are consistent with Wolf River Lutheran High's religious beliefs, as determined by the Principal shall be permitted.

### Approved Users

The principal must approve all Wolf River Lutheran High facility use requests. Priority shall be given to student body members, faculty, and Wolf River Lutheran High-sponsored groups or activities.

In Wolf River Lutheran High's sole discretion, Wolf River Lutheran High facilities may be made available to student body members, faculty, or outside groups (the "User") meeting the following qualifications:

1. The User must affirm that the planned facility use does not violate Wolf River Lutheran High's statement of faith.
2. The User must submit a signed "Wolf River Lutheran High Facility Reservation Request and Agreement" form.
3. The User must agree to abide by Wolf River Lutheran High's rules of conduct for facility use, as stated below and as described in any additional instructions by school faculty.
4. The User must take responsibility for the facilities and equipment used.

### Event Requests and Scheduling

Facility use requests shall be made to the principal by submitting the "Wolf River Lutheran High Facility Reservation Request and Agreement" form **30 days in advance**. The event will be reserved and placed on Wolf River Lutheran High's calendar only when the Principal approves the use.

## **Fees**

Use of Wolf River Lutheran High facilities requires a \$100 security deposit to be returned after the event if all the facility use guidelines are followed. A non-refundable rental fee for the specified area will be charged. Additional fees for equipment, room setup, etc. will be charged. See the reservation request for set fees.

Rental fees may be waived at the Principal's sole discretion. Student body members, faculty and staff will be charged the \$100 security deposit and 50% of the rental fee.

## **Facility Use Guidelines**

1. Users may only enter and use those areas of the facilities that have been reserved.
2. Food and Beverages: must be kept to the commons area
3. Alcohol: no alcohol may be served on school property.
4. Smoking is prohibited in any indoor school facility and on Wolf River Lutheran High's premises.
5. Sex-specific locker rooms, changing areas, restrooms, and showers are to be used by members of the designated biological sex only.
6. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on school premises. Any person exhibiting such behavior will be required to leave the premises.
7. School equipment must be returned to original placement unless arranged otherwise prior to the event.
8. All garbage must be collected and taken to dumpster, and floors must be swept or dry mopped.
8. Kitchen must be cleaned, wiped down, garbage emptied and swept.
9. All lights must be turned off and doors locked upon departure.

## **Property Damage/Liability**

If property is damaged above and beyond the deposit amount, then the rental party would be responsible for the cost of the damage.

A copy of insurance may be requested for a large event that is non-school related from the rental party.

## School Facility Reservation Request and Agreement

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Organization: \_\_\_\_\_

### Please state whether you are a:

Student Body Member  School Faculty Member  School-Sponsored Ministry

Outside Group/Organization

For outside groups/organizations, please state the organization's purpose and mission:

Requested date: \_\_\_\_\_ Requested time: \_\_\_\_\_

Describe the proposed event/activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

### Rooms needed and rates (check all that apply):

Kitchen **\$50**  Classroom (#\_\_\_\_) **\$25 per room**  Gym **\$100 - 4 hours**  Commons

**\$25**  School Grounds **\$25**  Parking Lot  Locker Room(s) circle what is needed: Girls Boys

Equipment, room set-up, or A/V needs: Fees will be applied.

**The application must be returned to the Wolf River Lutheran High School office. You will be contacted whether your application has been approved. Fees will then be due in one week.**

Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount owed: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Fees paid in the amount of \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Make Check Payable: Wolf River Lutheran High School**

Office Notes: \_\_\_\_\_

\_\_\_\_\_