

FAITH LUTHERAN CHURCH
FACILITY USE (BUILDING AND EQUIPMENT) POLICY
Version: 2025-05-13

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Rates and policies on this document are subject to change. Rentals may be denied due to pre-scheduled or reserved events and are also based on the availability of FAITH LUTHERAN CHURCH staffers to setup and secure the facility.

The Facility Use Request form **MUST** be returned **no later than thirty (30) days** prior to your event to confirm rental of the facility area. Exceptions to the thirty (30) day requirement may be approved by the Pastor and Head Trustee. The Facility Use Request form is not required for FAITH LUTHERAN CHURCH sponsored events.

The facilities and equipment of FAITH LUTHERAN CHURCH serve the ministry and mission of this congregation. This facility is first and foremost a house of worship and tool for ministry. The worship and program events sponsored by this congregation shall have first priority for the use of the facilities and equipment owned by this congregation. However, once your deposit has been received, the facility area is reserved for your activity. Funerals and funeral luncheons will take precedence over any scheduled activity. If this conflict arises, the church will contact you as soon as possible to inform you of the unavailability of the church. In this event, your fee and deposit for the church usage would be returned to you or held if you rescheduled your date. If you wish to reschedule, we will be glad to find an alternate date for you to use the facilities.

The facilities of FAITH LUTHERAN CHURCH may be used by persons or organizations other than those officially sponsored by this church, only when the person's or organization's religious mission, purpose and values are consistent with the Christian faith of Faith Lutheran Church.

**** Please call the church office with any questions regarding the provisions in this policy.****

The following procedures, terms and conditions apply for the use of all FAITH LUTHERAN CHURCH facilities.

1. Eligible Users (In Order of Priority)

- a. FAITH LUTHERAN CHURCH sponsored events, and its affiliated groups.
- b. Schools in association with FAITH LUTHERAN CHURCH (Trinity Lutheran School, NEWLHS and Faith Christian Preschool) and its affiliated groups.
- c. Members of FAITH LUTHERAN CHURCH for private use (wedding receptions, baptismal luncheons, birthday parties, etc).
- d. Affiliated LCMS Church sponsored events and its affiliated groups.
- e. Non-members only by special exception, with prior approval from the Pastor and Head Trustee.

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2. Rental Rates

Refer to the Facility Use Request form for rental rates. The scheduled fee for your rental is due in the Church office at least seven (7) days prior to your event. Prices shown are for one-hour blocks of time and for one-time use only. If you wish to rent for consecutive or periodic repetitive days, please contact the Church office. Rates are subject to change without notice.

3. Security Deposit

Refer to the Facility Use Request form for security deposit rates. A security deposit is required to be paid at the time your contract is received. This fee will reserve your date. This deposit will be refunded if all space, whether inside or out, is left in the same (or better) condition and arrangement than it was found. In the event of damage to the property, facility or equipment, the security deposit will be applied to repairing the damage. If the damages exceed the security deposit, you will be responsible for the balance.

4. Cancellation Policy

The Church office must be notified of any cancellation, excluding inclement weather, within five (5) days prior to the event. If this notification is not given or given within five (5) days of the event, the security deposit may be forfeited.

5. Facilities and Items Available for Use

- a. **Sanctuary** (Capacity: 350) - Use of the Sanctuary includes use of the Welcome Center, Narthex, Cry Room, Lounge, Basement Choir Room and associated Rest Room areas. Sanctuary equipment includes use of the organ, pianos, microphones, live-streaming and audio/video equipment, a large projection screen and projector, as well as worship service related items such as candles and banners.
- b. **Kitchen** - The kitchen includes ovens, stoves, refrigerators, dishwashing equipment, coffee makers and sinks. Dinnerware and serving items, including chafing pans are available for use.
- c. **Fellowship Hall** (Capacity: 300) - The Fellowship Hall is a multi-purpose room that includes a basketball and volleyball court along with limited sporting equipment, tables and chairs. Use of the Fellowship Hall includes the associated Rest Room and Kitchen areas but does not include the use of the Kitchen equipment.

6. Facilities and Equipment Usage Policy

- a. If required, a certificate of liability insurance must be included with the Facility Use Request form when returned along with the security deposit. The certificate of liability insurance must include:
 - FAITH LUTHERAN CHURCH as an insured entity with the liability insurance policy acting as primary coverage.

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- The liability coverage limit must be at least one-million dollars (\$1,000,000) and include premises medical payment coverage of at least five-thousand dollars (\$5,000).

When getting a certificate of liability insurance, you may wish to check with your homeowners insurance company for the event coverage. Waiver of a certificate of liability insurance for member family events may be approved by the Pastor and Head Trustee.

- b. The organization or individual renting the facility will be held responsible for any and all damaged or stolen FAITH LUTHERAN CHURCH property, facilities and/or equipment. Any damage MUST be reported to Trustees immediately after event.
- c. No illegal drugs or firearms are allowed on the church property or in the buildings at any time. Anyone under the influence of illegal drugs or in possession of a firearm must immediately leave the premises.
- d. Smoking is not permitted within any building or the enclosed courtyard garden area. Anyone smoking outside must remain clear of entrance areas and utilize a suitable metal container to contain cigarette butts and not throw any cigarette butts on the ground, parking lot, or into the gardens.
- e. The consumption of alcohol on the property of FAITH LUTHERAN CHURCH requires prior approval and is subject to the requirements of FAITH LUTHERAN CHURCH'S Alcohol Policy. The sale of alcohol is subject to all applicable Wisconsin law and requires a temporary Class B beer and/or wine license(s) from the Village of Allouez. An Operator's license is required of any server selling alcohol. Proof of required temporary Class B licenses must be provided at least fourteen (14) days prior to the event. Operator's license may be verified at the day of the event.
- f. Use of the facilities shall not exceed 11:00 pm without prior permission.
- g. Access to areas and conduct of event activities shall be confined to the area(s) reserved.
- h. The church reserves the right to schedule other activities and events in other parts of the building at the time of your event.
- i. Any group using FAITH LUTHERAN CHURCH'S facility is welcome to use its tables and chairs within the building, but the user is responsible for setting up, cleaning, taking down and returning all equipment to their original location(s). Equipment or property may not be borrowed or removed from the building. Since no cleaning service from FAITH LUTHERAN CHURCH is provided, it is the Renter's responsibility to clean the areas utilized and return everything to its original location. Dumpsters for trash and recycling are located in the parking lot.
- j. Before using the kitchen facilities, a meeting must be set up with a Trustee for operating instructions and safety purposes. Food may be prepared at home or provided through a catering service and brought into the facilities. Food and beverages consumed

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during the event are the responsibility of the Renter. If the kitchen is used, it must be cleaned at the conclusion of the event.

- k. The church and others *holding children's events inside our facility* are asked to refrain from serving foods containing peanuts or tree nuts and their extracts or oils. Faith Lutheran Church discourages the use of peanuts and tree nuts (Brazil nuts, almonds, cashews, pistachios, walnuts, pecans, hazelnuts, coconuts, etc.) or any foods containing these nuts, including their extracts or oils.
- l. Decorations are permitted, but must not damage the property, facilities, equipment or furnishings. Heating and ventilation systems shall not be blocked. Tacks, staples, nails, screws or any other item that penetrate surfaces are prohibited. Tapes and mounting putty are permissible, but must be completely removed with the decorations at the conclusion of the event. Please contact the Trustees with any questions regarding any decorations (i.e., signs, banners, and streamers) that you wish to use.
- m. Exterior building doors shall not be blocked open to permit efficient performance of the facility HVAC systems and to limit the transmission of sound outside the facility. Exceptions are permitted in the case of an emergency and for short-term movement of items into or out of the facility.
- n. The use of a Disk Jockey (DJ) or other methods for amplified music or sound is permitted within the facility. The use of sound amplifiers outside of the facility is prohibited. The village may order a reduction in the volume of noise upon receipt of complaint.
- o. The Renter is responsible for the conduct and safety of all their guests. The church will not be held responsible for the misconduct of guests at a private event.
- p. Adults must closely supervise all children under the age of 18.
- q. Outside of normal business hours, a congregational representative is required to unlock or lock the facilities. A congregational representative may also be made available to assist in event supervision and/or security and can be individually negotiated.
- r. Snow removal at facility entrances is the responsibility of the Renter. Shovels and ice melt are available at the main entrances for use. Contact the church representative if the need for snow removal from the parking lot is needed.
- s. FAITH LUTHERAN CHURCH is not responsible for any personal property or valuables left on the premises after the private use of the facilities.
- t. Pets or any other animals are not permitted within any facilities, with the exception of service animals that must remain leashed.
- u. Additional fees may be assessed, if an extraordinary circumstance exists, such as damage to equipment or building, or if special janitorial services are required following an event.
- v. Under limited circumstances, the requirements identified in this document may be waived upon approval by the Pastor and Head Trustee or Church Council.