



Facilities Usage Policies & Procedures

Effective Sept. 2011



Our Mission Statement

St. Peter Evangelical Lutheran Congregation exists to give praise, honor and glory to the Triune God and to share the gospel of Jesus Christ with people in our congregation, community and the world.

St. Peter Evangelical Lutheran Congregation has been extremely blessed with beautiful campuses which can serve as wonderful tools to glorify God and share the message of Jesus. To assure that these facilities are used accordingly, these Facilities Usage Policies & Procedures have been devised.

Available Space for Use

Schofield Campus

Church

Sanctuary (accommodates 350 people)
Ministry Center (accommodates 200 people with tables)
Dining Area (accommodates 40 people with round tables)
Kitchen
Nursery

Church Office

Shepherd Room (accommodates 16 in classroom setting)
Calvary Room (accommodates 16 in classroom setting)
Fireside Room (accommodates 12 with conference table)

School

Gymnasium
Kitchen
Computer Lab (accommodates 16)

Key to Life Campus

Multi-Purpose Room (accommodates 168 with tables)
Multi-Purpose Area A (accommodates 60 with tables)
Multi-Purpose Area B (accommodates 100 with tables)
Conference Room (accommodates 10 with conference table)
Kitchen

Application & Scheduling

Facility Use Request Forms may be received from the Schofield church office. Scheduling will be handled by a Facilities Manager who will schedule according to suitable use and availability.

While cooperation will be sought to accommodate, the facilities manager reserves the right to cancel or reschedule the reserved space if it is needed for a ministry function. If a change needs to occur, the facilities manager will give at least two weeks notice to the affected parties.

No person/group may use the facilities for "for profit" endeavors.

A non-ministry event will not be considered "scheduled" until the following requirements have been met:

- 1) Facility Use Request Form has been approved and returned to the one requesting use of the facility;
- 2) Fees, if applicable, have been paid;
- 3) A liability waiver is on file in the church office. Repeat users must renew the liability waiver annually. In addition, proof of insurance must be on file prior to the event.

Long-term usage will be handled on an individual basis.

User Responsibilities

- Arrangements must be made to have a member of St. Peter Lutheran Church serve as "Supervisor" during the event. The Facilities Manager can assist in arranging.
- The "Supervisor" must sign for a key from the church office and return within 48 hours after approved function.
- Children must be supervised by an adult at all times.
- All groups using the facilities for non-ministry functions are responsible for room setup, takedown and clean-up. All rooms shall be left in the condition in which they were found. Please return furniture to its original location.
- Tiled floors are to be swept and carpets vacuumed, if necessary.
- Turn off all lights and sound systems.
- Lock doors.
- All trash must be bagged and taken home or placed in the outside dumpsters. Please replace bags in trash cans.
- Usage is limited to the space and use as indicated on request form.
- Out of respect for our neighbors, all events are to conclude by 9:00PM.
- No alcohol beverages will be allowed on campus (except for table wine at receptions).
- No smoking.
- If kitchen equipment or supplies need to be used, please indicate on the request form. Except for ministry functions, groups will be asked to furnish their own supplies (tableware, serving utensils, etc.)
- Items in good taste or deemed necessary for a function may be displayed. We prefer the use of a free-standing easel or display board. If necessary, items may be secured to the walls with plastic tack only as tape harms the wall's finish. Items to be suspended from the ceiling may be suspended from specially designed ceiling grid hooks or magnets which will not damage tiles.
- If damage occurs, groups will be assessed the actual cost of repairs or replacement, payable within 30 days.

Equipment Needs

All equipment needs must be requested at least a week in advance. If at all possible, indicate equipment needs on the request form.

Fees & Donations

We will accept donations for use of the facilities with which God has blessed us. To insure that utilities are covered, we ask for at least the following:

Church Sanctuary School Gymnasium Key To Life Multi-Purpose Area	\$100.00 deposit, \$50.00 refunded if premises are restored to original condition (Member weddings & funerals do not apply)
(Any one or combination) Ministry Center Dining Area Kitchen (Any of the 3) Computer Lab (School)	\$50.00 deposit, \$25.00 refunded if premises are restored to original condition (Funerals do not apply)
All other areas	Free-will Donation
*Supervision Fee	\$10.00 per hour

*This fee will only be assessed if the requesting group cannot find its own St. Peter member to be on site during the event.

Fees for long-term use of facilities will be determined on an individual basis

For ease of handling, if a refund is possible please include two checks that equal the deposit. For example, if you are reserving the gymnasium, write two checks for \$50.00. If a refund is coming we may refund one of your checks, or issue you a check from our checking account.



ST. PETER
EVANGELICAL LUTHERAN
CHURCH & SCHOOL

WHERE THE CROSS IS THE KEY

Facility Use Request Form

Effective Sept. 2011



Date of Event: _____

Time: _____
From To

Purpose for which the facilities will be used:

Name of Person/Group Requesting Usage: _____

Phone #: _____ Email: _____

Address: _____

Approximate # in group:

Name of Supervisor (Must be 18 or older) : _____

Phone #: _____ Email: _____

Space Requested (check all that apply):

Schofield Church

- Church Sanctuary
- Ministry Center
- Dining Area
- Church Kitchen
- Nursery

Schofield Office

- Shepherd Room
- Calvary Room
- Fireside Room

Schofield School

- Gymnasium
- Computer Lab
- Kitchen

Key to Life

- Multi-Purpose (Both)
- Multi-Purpose A
- Multi-Purpose B
- Conference Room
- Kitchen

Equipment Needs

- Microphones
- Piano
- TV/DVD
- Podium

- Screen
- Chairs -- # _____
- Tables -- # _____
- Whiteboard

Other: _____

The undersigned applicants agree to abide by all rules and regulations adopted by St. Peter Evangelical Lutheran Congregation governing the use of facilities and equipment and to see that the same are carried out and followed by others. Applicants assume full responsibility for and will pay for any damage done to the facilities or equipment during the period of usage. Applicant(s) further indemnify and forever hold harmless St. Peter Evangelical Lutheran Congregation and its officers, agents and employees from any and all claims whatsoever kind, nature, or description arising out of use of any of the equipment or facilities controlled by St. Peter Evangelical Lutheran Congregation.

Applicant's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Facilities Manager Signature _____ Date _____

<p>For Office Use Only:</p> <ul style="list-style-type: none"><input type="checkbox"/> Fee received<input type="checkbox"/> Refund returned<input type="checkbox"/> Key # assigned<input type="checkbox"/> Key returned<input type="checkbox"/> Certificate of Insurance on File
