



St. John Lutheran
222 N. Stafford Street
Plymouth, WI 53073
(920) 893-3071

Facility Use Handbook

Approved October 26, 2021* by the
St. John Lutheran Church and School's
Board of Directors

We believe that our campus, buildings, and facilities are a blessing to our congregation and to the community around us. We are a congregation being shaped by Christ to Serve. This handbook and agreement are designed to give users information on how our facility may be used and serve others in the support of the mission of Christ in this place.

Please note, approval of the use of our campus and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use our facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or by groups which conflict with the constitution, bylaws, and practices (mission/values) of this congregation.

We appreciate the opportunity to serve you.

The Board of Directors of St. John Lutheran Church and School

**Effective November 15, 2021 This handbook will be re—evaluated in July 2022 for additional modifications/changes as needed.*

Who, What, How, etc?

We are happy to serve the community by allowing them use of our facilities. We make a distinction between internal groups and external groups. Priority will be given to the internal groups. All groups need to submit a Facility Use Application to use our facility.

Internal groups are considered as any group or individual whose function or purpose is sponsored or directed by SJL (ex. Youth groups, SJL sporting leagues, LWML, Well-seasoned, Boy Scouts of America, Craft Fair, School Play, LTAA, etc.)

External groups are considered as any group or individual whose function or purpose is not sponsored or directed by SJL (ex. Non-SJL Sporting leagues & events, Lutheran High School, PABA, Jr. Crusaders, Community Groups, Baby or Wedding showers, etc.)

We request that internal groups apply for use of the facilities at least 30 days prior to the event and external groups apply for use of the facilities at least 20 days prior to the event.

Rooms available for use are as follows:

1. Gymnasium
2. Cafeteria Only
3. Cafeteria and Kitchen
4. Fellowship Hall and Kitchenette
5. West Parking Lot
6. Sanctuary (Internal Only)
7. Music Room (Internal Only)
8. Classrooms (Internal Only)
9. Library (Internal Only)
10. Conference Room (Internal Only)
11. Green Space (Internal Only)

To request use of the church and school facilities please complete the Facility Use Application attached to this handbook, as well as a check for the registration fee and a check for the security deposit. If requesting use as an organization, you will be asked to provide your 501(c)(3) Determination Letter as well as your certificate of liability insurance.

Upon return of the Facility Use Application, your request will be evaluated, and you will be notified if your application has been approved or not.

Only equipment that is a part of the room being used, will be available to the group occupying the room as designated on the Facility Use Application. If there is something you are unsure of, please note a request under the 'Additional Information' piece of the application.

A fob will be handed out to those granted permission of the rooms. These can be obtained the day before the event from the Office. The key fob will need to be returned upon completion of usage time.

The security deposit will be returned upon completion of the Post-Use Checklist by the Facilities Manager and key fob returned to the Office.

Facility Use Policies

1. Regarding Breakage

All persons and/or groups using St. John Lutheran Church and School's (the Organization) facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The contact person(s) signing the application for use shall be responsible for paying costs incurred by the Organization in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Facilities Manager has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group involved. This amount may be subtracted from the Security Deposit.

2. Room Setups

Most rooms have a standard setup, and those layouts are provided in the Appendix. Please specify any changes to those standard setups on the Facilities Use Application.

3. Smoking Policy

All members of all groups using our facilities shall abide by a 'no smoking' rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

4. Alcohol and Drug Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on our Organization's property, including the outdoor courts and parking lots.

5. No Games of Chance

We prohibit the use of games of chance or gambling on campus by external groups. This would include such activities as raffles or lotteries.

6. Final Decisions

In case of doubt or uncertainty by any outside person or group about the Facility Use Application or interpretation of these policies, or in our customary practices not specifically mentioned here, the Senior Pastor shall decide the matter and all individuals and groups shall abide by the Senior Pastor's directions or forfeit immediately the use of any part of the facility.

7. Food and Drink

There is no food or drink allowed in the Gymnasium, Sanctuary, Music Room or School Library except water bottles. All other food and drink requires approval in advance as noted in the Facility Use Application.

8. Animals

No animals other than service animals are allowed in the Organization's facilities.

9. Decorations

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. All decorations used must be removed immediately and completely following the event. No helium balloons are allowed. If a helium balloon is discovered at the ceiling, which will require our Facilities Manager to obtain a lift for removal of said balloon, \$20 will be deducted automatically from the Security Deposit.

10. Starting and Ending Times For External Groups

- Monday through Friday from 8:00 a.m. through 8:00 p.m.
- Saturday from 8:00 a.m. through 1:00 p.m., except Gym 4:00 p.m.
- No external group rentals on Sunday

The building must be completely cleared not later than 8:00 p.m. (or 1:00 PM. on Saturdays) to allow the building to be closed promptly and properly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

11. Scheduling Conflicts

The Organization reserves the right to pre-empt any facility use for its own use, such as, but not limited to, funerals or changes in scheduled Sporting Events. Notice will be provided as early as possible by an office secretary.

12. Recycling

Recycling is a policy of our Organization. Recycling containers are available for your use. Every organization is responsible for complying with this policy.

13. Lights

All lights should be turned off when the building is vacated.

14. Storage

All external groups using the facility will be responsible for storing props and accessories offsite.

15. Bicycles and Skateboards

No bicycles or skateboards are allowed inside the Organization's facility. Bicycle racks are provided at the West Parking Lot.

16. Parking

Parking is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes the Staff Lot on Stafford Street which is always reserved for staff of the Organization. Any damage to vehicles is at the owner's expense. The Organization is not responsible for theft or damage to personal property.

17. Security

Our Organization works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The Organization is not responsible for theft or damage to personal property. If doors are left unlocked, this may result in no further use of the facility as we need to maintain a secure facility due to the operation of our school.

18. Refunds

Refunds will be provided if an event is cancelled due to a scheduling conflict of the Organization or when the external groups need to cancel their planned event. Prior to any refund being returned, all Key Fobs and/or keys will need to be returned.

19. Equipment

Internal groups are free to use the equipment of our building. External groups are required to provide their own basketballs, volleyballs, and other sporting equipment. An additional security deposit is required if the volleyball needs to be used. See Facility Use Application for more information.

20. Frequency of Use

Typically, external groups are limited to use of our facility, one time per week, 1 ½ hours at a time. Exceptions can be made for sporting camps or requested through the Facility Use Application.

21. Promptness

The Organization will evaluate and respond to requests in a timely manner. To be evaluated for availability and scheduling the Facility Use Application, Security Deposit and all fees must be turned into the office.

Day of Event

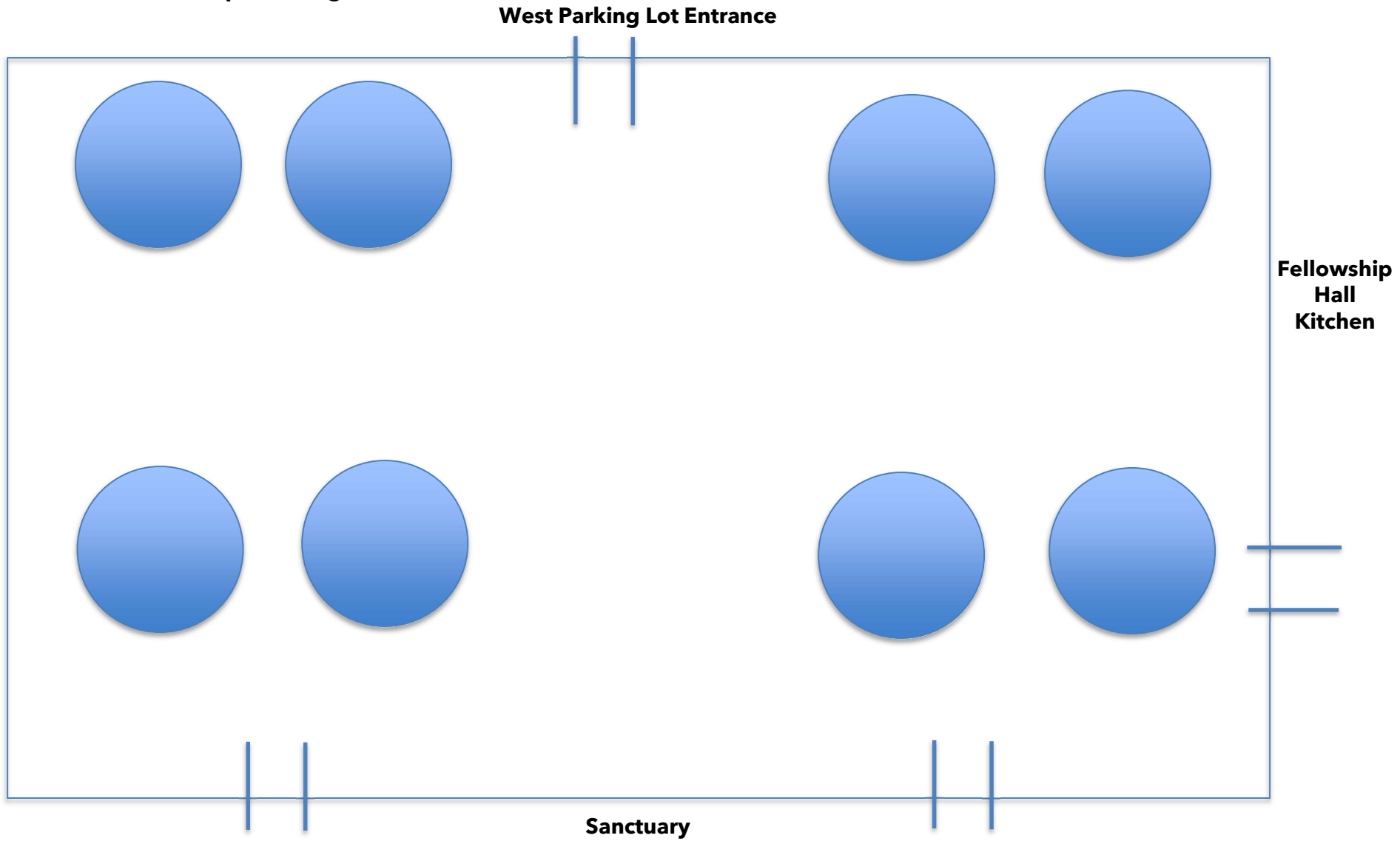
If an emergency occurs call 911 immediately and then notify the appropriate parties of the Organization. Please call in this order and leave a message with a brief summary of the emergency. Please call until you can speak to someone on the phone:

* Call 911

1. Head Custodian Hugh Hollister Cell Phone: (920) 838-1317
2. Board of Trustee John Mueller or Randy Schmitt: (920)889-9483 or (920) 980-9784
3. Senior Pastor John Schultz Cell Phone: (618) 972-3914

After making the appropriate contacts we ask that you fill out the incident report (attached in the Appendix) so that we have documentation of what occurred. If you would need to fill out the incident report, we would ask that it is returned with the key fob you were given prior to receiving your security deposit back.

APPENDIX: Fellowship Hall Diagram



Facility Use Application

Date of Application: _____

Name of Person or Group Requesting: _____

Status of Person/Group Requesting Use: Internal Group External Group

Date of Rental/Facility Use: _____

Purpose/Event: _____

Arrival Time: (no earlier than _____ A.M.): _____

Anticipated Departure Time: (no later than ____ P.M.) _____

Time Event Begins: _____ Time Event Ends: _____

(OPTIONAL – to provide a second choice of time, in case the first time does not work)

Time Event Begins: _____ Time Event Ends: _____

Is the event recurring? Yes No If yes, how often: _____

Additional Date Requested, if needed (ex. Rehearsal, decorating, setup): _____

Arrival Time: (no earlier than _____ A.M.): _____

Anticipated Departure Time: (no later than ____ P.M.) _____

Estimated Number of Attendees: _____

Will the requested room be required to be set up
differently than the typical manner? Yes No

Contact Person Information

Name (First and Last): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone(s): _____

E-mail: _____

Alternate Contact Person:

Name (First and Last): _____

Phone(s): _____

Please fill out the information below to aid us in better understanding your facility needs. You will also find the related cost (which is only to recover our cost – wages, utilities, etc). We require a \$100 security deposit with all Facility Use Applications.

Room Use		
Facility Room/item (Check the box next to item requested)	External Groups	Internal Groups
<input type="checkbox"/> Gymnasium	\$5/Requested Use*	No Fee
<input type="checkbox"/> Cafeteria Only	No Fee	No Fee
<input type="checkbox"/> Cafeteria and Kitchen	No Fee	No Fee
<input type="checkbox"/> Fellowship Hall/Kitchenette	No Fee	No Fee
<input type="checkbox"/> Music Room		No Fee
<input type="checkbox"/> Library		No Fee
<input type="checkbox"/> Conference Room		No Fee
<input type="checkbox"/> Registration Fee (required)**	\$50	No Fee
<input type="checkbox"/> Security Deposit (required)	\$100	No Fee
Total Facility Use Fee***		
Other Information (Including Food & Drink, or other items we should know): _____		

* Gymnasium fee is \$5/ requested use up to \$500 in the Fiscal Year (July to June). If the volleyball net is required, an additional \$100 is required with the security deposit. You are also required to get the appropriate training on how to set up the volleyball net.

**Covers time spent reviewing application and determining if the event will work in the schedule, meets our mission, etc. This is non-refundable unless entire event is cancelled.

***This fee needs to be paid at the time of the application, your event will not be scheduled until the fees and related Security deposit is returned.

Example Of a Potential Request: Application to use the gym for a practice once a week for 7 weeks. Your total would be \$100 for Security Deposit, \$50 for Registration, and \$35 for use of the Gym. A total of \$185 would be cashed, and the \$100 would be returned granted the gym is well taken care of by your group.

I have read the Facility Use Handbook information and rules and regulations and agree to the terms and regulations pertaining to the rental and use of the facilities and equipment of the St. John Lutheran Church and School and agree to pay the fees as outlined above. As the user, I will be held personally responsible for paying for any repair and/or replacement costs for damaged property or equipment.

Primary Contact Signature

Date Submitted

For Office Use Only	
_____	Approved &
_____	Placed on Calendar
_____	Informed Applicant

INSPECTION CHECKLIST

Please complete this form and return it with the fob key to the Office. You may write additional comments on the back of this form. Your security deposit will be mailed to you.

The renter is responsible for all items contained in this Agreement. Failure to abide by and carry out responsibilities could lead to withholding part or all the Security Deposit.

Renter: _____ Date: _____

Pre/Post-Event Review of Room Rented		
	Review of Room by Renter	Post-Event Review of Room by the Organization
General cleanliness of room rented		
Tables and chairs put away neatly (if applicable)		
Floor Clean		
Restrooms are Clean		
No garbage left in the room rented		
Lights turned off		
Windows/Doors closed and locked		
Discrepancies:		

Cleaning Directions	
Wash table tops	
Place chairs neatly around tables	
Sweep hard floor	
Remove all decorations, including tape	
Wash, Dry and put away all dishes used	
Remove all food that you brought into the facility	
WE Recycle! Please place recyclables in the proper containers	
Check restrooms	

For Staff Use Only			
Fob Key Number		Release Security Deposit	
Returned (Y/N)		Forfeit Security Deposit	
Custodian Initials		Office Staff Initials	

ACCIDENT REPORT FORM

Complete this form for injuries more severe than minor cuts and scrapes.

Person Injured _____ Age _____ Sex M F

Date of Accident: _____ Time: _____ AM PM

Person completing this form: _____

Describe accident and injury:

INJURY		LOCATION		BODY PART INJURED	
Cut/ Puncture	Concussion	Classroom	Gymnasium	Knee R / L	Leg R / L
Fracture	Burn	Hallway	Parking Lot	Wrist R / L	Hand R / L
Bruise	Sprain/ Strain	Bathroom	Playground	Neck	Teeth
Dislocation	Bloody Nose	Cafeteria	Stairs	Eye R / L	Nose

Describe how the injury occurred: (Attach additional description as necessary or use back of form)

Was the injured: Given first aid Referred to a physician Sent to hospital
 Released to a parent

Was parent/guardian contacted about the accident? Yes No By Whom _____

Was first aid administered? Yes No By Whom _____

Describe first aid given:

Witnesses (Name, Phone)