

**St. Paul Lutheran Church – ELCA (920) 725-3961  
200 N. Commercial Street, Neenah, WI 54956**

**POLICY FOR BUILDING USE**

St. Paul Lutheran Church welcomes the use of its facilities by members and non-profit service groups whose objectives are deemed by the church staff to be fitting with those of the congregation. Business events will be considered on an individual basis at the discretion of church leadership and staff and only those events fitting for the mission of the church will be considered. Non-member personal events (anniversaries, etc.) must be approved individually by the church staff. The primary use of the building and all its facilities shall be for regular and special worship services and related activities. This shall take precedence over all other building uses.

**Scheduling:**

Congregational events have scheduling priority. All events shall be scheduled through the church office to avoid conflicts. A master calendar is kept by the church staff. Scheduling and authorization of all activities in the building will rest with the Senior Pastor or his/her delegate.

**NOTE THAT** events that are held OUTSIDE of normal business hours (Mon-Fri, 8 a.m. – 4 p.m.) require special attention. It is the responsibility of the APPLICANT to arrange opening, lockup, and clean up. There may be a fee for these services and the possibility of these services being rendered is pending the availability of someone to provide them. A list of possible workers is available through the church office. Fee agreements and other arrangements MUST be completed prior to the event being held.

**Application for Use:**

An “Application for Building Use” Form shall be completed for special St. Paul congregational events and all events sponsored by others. Application for recurring use of the building must be renewed annually. Space needs and arrangements should be explained on the application. Under no circumstances may the Fellowship Hall partitions be moved by anyone other than the custodian. The church staff and church council have authority to disapprove any application for use.

**Fees:**

There is no charge for use of the building, however a \$50.00 refundable cleaning deposit must accompany all non-congregational event requests. Cleaning deposits will be returned after the event, provided that the facilities are left in a condition equal to or better than that in which they were found. Although there is no charge for building use, a donation is requested. Church custodians are compensated from church monies for the extra time and effort required for special events, and donations are used to help offset these extra costs. Please refer to the fee schedule (page 2) when determining charges.

All groups using the building will be bound by the following conditions:

1. Building use is limited to the area requested and restrooms.
2. Groups are liable for damage resulting from the use of congregational property or equipment.
3. Adult supervision will be provided for all events.
4. The use of tobacco products, alcoholic beverages, and illegal drugs is strictly prohibited.
5. All rooms shall be left in the same condition in which they were found.
6. The placement of signs, posters, etc., must be approved in advance.
7. The use of sound equipment must be approved in advance.
8. Kitchen use must be approved in advance.
9. Scheduled events may be altered due to funerals or other unexpected church needs.

## FEE SCHEDULE

<b>DESCRIPTION:</b>	<b>FEE:</b>
Church Affiliated/Ministerial Group	No charge/donation
Member/Non-member Required Refundable Cleaning Deposit	\$50.00/refundable
Other Groups - Regular (one time per month usage)	\$10.00/month
- Regular (one time per week usage)	\$25.00/month
- Special one-time use of Sunday School Room	\$20.00 each
Additional Fees:	
- Custodial open/lock-up fee	\$20.00
- Custodial special setup and/or cleanup charges	\$15.00/hour
Other Fees:	
- Copy machine use for non-Church copying	\$.10/page
- Deposit for use of church equipment	\$50.00/refundable