

# The Beloved Community of Episcopal Church of the Intercession and Redeemer Lutheran

900 Brilowski Road, Stevens Point, WI 54482  
715/341-3233



## Facilities Use Policy

### Terms of Agreement:

*Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities. Any reference to facilities in this agreement includes any property of the church, including, furniture, building, grounds and equipment. Any violations of these terms will result in, at minimum, forfeiture of any refundable deposit:*

1. Signer of the agreement agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Beloved Community of Intercession Episcopal and Redeemer Lutheran Church. No alcoholic beverages except for church sponsored events.
2. Groups who use our facilities are responsible for any damages to the church property during the contracted time period. We suggest that groups using our property have liability insurance to protect their guests and the church, as the Beloved Community of the Church of the Intercession and Redeemer Lutheran Church is not responsible for damages or loss to anyone using these facilities. All groups will sign an agreement to release the church from any liabilities, damages, lawsuits, and attorney fees regarding the use of this property.
3. The person listed on the agreement form shall be held responsible for the facilities use and shall be held liable for any costs to Redeemer Lutheran Church for necessary maintenance or repairs due to negligent use of the facilities.
4. Two deposits are required, one for the key and one for the Building which requires the building to be left clean. Two separate checks should be written. Please make your checks payable to Redeemer Lutheran Church and write "Key Deposit" and "Building Deposit" in the memo areas. The Building Deposit must be received prior to obtaining the key to the building. When you pick up the key, the church financial administrative assistant will give you a tour of the building. **If required deposits and/or use fees are not paid prior to the use dates(s), access to the facilities will be denied.**
5. Within 3 business days after your activity is completed, are cleaned, and the key returned, we will either return or shred your checks. If your key is not returned within 3 business days, the key deposit will not be refunded.
6. The church building has limited custodial help. Your group will be responsible for setting up and taking down any tables and chairs that are used. Please leave any areas used as you have found them including: wiping off tables, emptying and bagging garbage, and vacuuming/cleaning floors if necessary. Use only water on the gym floors. If the gym area is used, cleaning supplies and equipment can be found in the furnace room down the hallway by the drinking fountain. It is the third door on the right and is labeled. Please return all supplies where you found them. Set-up and clean-up shall not interfere with the church's previously scheduled functions or events.

7. If the kitchen facilities are used, the group needs to follow the posted Kitchen Guidelines. Clean kitchen utensils, appliances, and dishes. All countertops and kitchen areas should be cleaned and free of any debris or garbage. No food should be left behind. Cleaning supplies and equipment are in the furnace room the second door on the right in the hall. The door is labeled. Return them to their same location after use. Set-up and clean-up shall not interfere with the church's previously scheduled functions or events.
8. No alcoholic beverages except for church sponsored events. Please see alcohol policy for clarification.
9. Food and beverages will be allowed in pre-approved areas only.
10. Tape, staples, thumb tacks, nails, and adhesives are not allowed on the walls, ceilings, wood trim or doors.
11. In the event of a wedding, the use of confetti, rice and flower petals are not allowed inside or outside the church. An alternative would be bubbles. Please check the "Wedding Policy" for further details.
12. Caterers must carry liability insurance.
13. Groups working with children are expected to obtain Background Checks for all persons working with the group. The church may require copies of the completed background checks.
14. The use of any area not specifically reserved is prohibited.
15. Inside and Outside areas will be free of garbage and debris. All garbage generated by the event will be properly bagged and taken to the dumpster located on the west side of the gym by event participants. Organizations generating hazardous material, masks, gloves, etc. are responsible for bagging and disposing of items from the building.
16. The thermostat boxes are unlocked. If you have difficulty opening the boxes, The key to the box is hanging in the kitchen by the phone. The thermostat can be adjusted by pressing on the up or down arrows. The temperature will automatically return at the next cycle. Please return the thermostat box key to the kitchen.
17. All windows and exterior doors should be checked and verified that they are locked.
18. Smoking is not permitted inside the building under any circumstances.
19. NO WEAPONS are allowed on the church property.
20. **Please note: should an unexpected event of church importance arise (such as a funeral with reception) that requires the use of the space you have scheduled and or rented; the group's contact person will be notified immediately)**

*See next page for fees*

## Fee Schedules

### For-Profit Groups

For-Profit Groups who wish to use the church facilities should contact the church office. A contract will be developed between the Building and Grounds director and the Treasurer and sent to the for-profit group.

#### Minimum charges:

Gym- \$75

Narthex- \$30

Sanctuary- \$50

Kitchen- \$50

Fireplace Room-65-inch Smart TV with HDMI hook-up- \$50

### Non-Profit Fee Schedule\*\*

#### Deposits

- \$25 refundable key deposit. Deposit check will be returned or shredded upon receipt of key within 3 business days after event.
- \$250 refundable building use deposit – check will be returned or shredded after the event and the area(s) used are cleaned
- \$75 Refundable Kitchen Cleaning Deposit (if kitchen is used). Deposit check will be returned or shredded after the event and the kitchen is cleaned.

#### General Usage Fees

Non-Member:

- Free will donations are encouraged for each use.

Members:

- Free will donations are encouraged for each use.

#### Specific Usage Fees

Non-Member Weddings and Funerals:

- \$100 facilities use fee. See Wedding Use Policy.
- \$25 refundable key deposit

Member weddings and funerals:

- please see appropriate policy

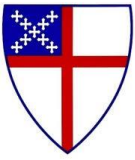
#### Equipment Loans

Tables, chairs, appliances (roasters, etc.) may be loaned to members only, and to selected non-profit organizations. If any items are damaged or not returned there will be a replacement fee charged. Contact the church office to check out equipment.

**Free will donations are encouraged**

#### Emergency and Maintenance

PLEASE NOTE: Groups using the building during unstaffed hours should contact Gary Cumley at 715-342-9656 if any situation arises that affects the security or condition of the building or the safety of persons using the building.



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### Release of Liability

At the request of the undersigned individual/organization, The Beloved Community of Intercession Episcopal and Redeemer Lutheran Churches, Stevens Point, WI has authorized the use of its:

\_\_\_\_\_

for use by the undersigned on the following date(s) and time(s):

\_\_\_\_\_

\_\_\_\_\_

By authorizing the use of its facilities to the undersigned, The Beloved Community of Intercession Episcopal and Redeemer Lutheran Churches do not assume any responsibility or liability for the activities being conducted by the undersigned organization. It is understood and agreed that the undersigned will be responsible for their guests and any damages to the property that occur during the contracted time.

The undersigned organization agrees that The Beloved Community of Intercession Episcopal and Redeemer Lutheran Churches is hereby released from liability and/or responsibility for any injuries, harm, lawsuits, attorney fees, or damages related to or arising out of the undersigned organization's activities on The Beloved Community of Intercession Episcopal and Redeemer Lutheran Church's property.

As a representative for the \_\_\_\_\_ organization, I hereby agree to the terms of this release form.

Print Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return this form immediately with the proper signature to the above address. Thank you.