

Building & Equipment Use Policy
All Saints Lutheran Church
1072 Honey Creek Rd
Oshkosh WI 54904
(920)426-4142

The purpose of All Saint Lutheran Church's facility is to house and encourage ministry. The congregation of All Saints welcomes the use of its facilities by its members and nonmembers, as well as nonprofit, charitable organizations, and community groups.

When making plans to use the facilities please make arrangements through the church office well in advance of the proposed date(s).

Donations are *greatly* appreciated and accepted as we continue to be faithful stewards of this beautiful building by upkeep, maintenance, electrical costs, and mortgage as it serves as an outreach ministry to our community. If a monetary donation is not an option, please consider inquiring when the next cleaning day is scheduled to volunteer if you wish.

Please refer to All Saints Lutheran Church's Wedding Policy for wedding requests.

USE OF ALCOHOLIC BEVERAGES AND TOBACCO IS PROHIBITED.

All Saints Lutheran Church reserves the right to refuse anyone, member or non-member, as we see building usage as a privilege to be good stewards of. Building use is at staff approval with the A-Team (church council) as final approval if necessary.

HEATING AND COOLING

Many areas have automatic timers on thermostats. We will take the time to show you how to operate these to be mindful and not wasteful while maintaining a comfortable temperature.

CHURCH EQUIPMENT

Must be checked out and approved by church office. Please be timely in returning the borrowed equipment as many people, groups, and events are held here. Please be sure to agree to the form before removing the following from the building.

- a. Tables – Round tables will not be loaned or rented. Any group or individual may borrow wooden tables ONLY, if they are not needed for church functions.
- b. Chairs – Metal chairs ONLY, may be borrowed if not needed for church functions.
- c. Kitchen equipment/supplies - not to leave the church without the consent of the Office Administrator.

It is important to note that Church Function takes precedence, scheduled or nonscheduled, i.e. ministry meetings, events, or a funeral. It may be possible for your group to use another specified room in times of scheduling conflicts.

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Your organization/group/party has agreed to the following conditions and terms:

1. The use of All Saint Lutheran's building is limited to the area(s) requested plus restrooms. You understand fully that the offices including the copy machine is off limits unless approved.
2. You shall accept responsibility and pay for any damages done to All Saints Lutheran Church property and equipment due to your use of the building. The replacement and/or repair will be determined by All Saints' Building and Administration Teams.
3. You shall indemnify All Saints Lutheran Church from any and all liability for damage to any person or persons whoever caused or claimed to be caused for any reason while the All Saint Lutheran's premises are used by you or your group.
4. You will provide adult supervision during the entire time of contracted use.
5. Use and/or distribution of alcoholic beverages and/or illegal drugs are strictly prohibited.
6. No smoking is permitted in the building.
- 7. You agree to leave the area used by our group (including restrooms) in as good or better condition than you found the facilities-- including vacuuming, cleaning, lights off, trash out, placement of tables/chairs, equipment, alter, and locking all doors opened by you.**
8. Donations will be accepted and appreciated for the rooms used.
9. Special requests to use the kitchen must be cleared with the Office Administrator. It is agreed that the stove and/or dishwasher will not be used without previous training from Office Administrator.
10. There shall be no personal financial gain for an individual that is a for-profit business/organization.

A few Reminders—

Check out a key from Office Administrator at least one day prior to your event. Office hours are generally Monday – Thursday, 8 am to 4pm. Please call the office to set up a key pick-up time at (920)426-4142. **IT IS YOUR RESPONSIBILITY TO CHECK OUT A KEY DURING OFFICE HOURS PRIOR TO YOUR EVENT.** Replacement for lost/misplaced keys is \$5.00. After hours contact person: Diane LaPlant, Custodian, Home Phone (920)426-1376 Cell Phone (920)379-6607 or Stacy Resop, Home phone (920)426-4471 cell phone (920) 420-1502.

Short Clean Up List:

- Vacuum if necessary (Vacuum cleaner can be found in the main hallway closet)
- Clean kitchen if used, ensure stove is off
- Check bathrooms; lights off, no running sinks/toilets
- Turn off all lights , fans, and/or electronic equipment
- Lock all entry doors and windows
- Remove any trash--take out to the dumpster located outside in the kitchen parking area
- Return all tables, chairs, etc. to their original placement (including the alter if moved—ie. weddings)

You are responsible for bringing your own supplies needed for your event/group:

- Food and/or Beverages
- Paper Plates/Cups/Plastic Utensils/Napkins and/or Disposable Dinnerware

REMEMBER:

If YOU opened or unlocked it, YOU lock it when you leave—no matter who else is in the building!

Thank you and we hope you enjoy All Saints' building as much as we do.

APPLICATION FOR LONG AND SHORT TERM Building & Equipment Use

Date _____

This application and contract is for groups to complete that wish to use the facilities and property of All Saints Lutheran Church in Oshkosh WI.

1. Organization Name (Address, phone - if available) _____

2. Group Leader Name/Email: _____

3. Address: _____

4. Home Phone: _____ Cell: _____

5. Date(s) _____

6. Beginning Time _____ Ending Time _____

7. List of room or rooms/equipment used _____ (see map w/coordinating room #'s)

8. Estimation of people present _____, (not to exceed fire code)

9. Brief description of function _____

10. Kitchen use? Yes / No Stove Use? Yes/No Dishwasher Use? Yes/No

We agree to the following conditions:

1. The use of All Saint Lutheran's building is limited to the area(s) requested plus restrooms. We understand that the offices including the copy machine are off limits unless approved.

2. We shall accept responsibility and pay for any damages done to All Saints Lutheran Church property and equipment due to our use of the building. The replacement and/or repair will be determined by All Saints' Building and Administration Teams.

3. We shall indemnify All Saints Lutheran Church from any and all liability for damage to any person or persons whoever caused or claimed to be caused for any reason while the All Saint Lutheran's premises are used by us.

4. We will provide adult supervision during the entire time of contracted use.

5. Use and/or distribution of alcoholic beverages and/or illegal drugs are strictly prohibited.

6. No smoking is permitted in the building.

7. We agree to leave the area used by our group (including restrooms) in as good or better condition than we found the facilities-- including vacuuming, cleaning, lights off, trash out, placement of tables/chairs, equipment, alter, and locking all doors opened by our group.

8. Donations will be accepted and appreciated for the rooms used.

9. Special requests to use the kitchen must be cleared with the Office Administrator. It is agreed that the stove and/or dishwasher will not be used without previous training from Office Administrator.

10. There shall be no personal financial gain for an individual that is a for-profit business/organization.

11. Failure to follow 1-10 conditions may revoke use of this facility in the future.

SIGNATURE _____

Date Building Use Form Received _____ Accepted and Approved by _____

Incident report tracking (Church Use ONLY)		
Report #	Description	Date/Time
1.		
2.		
3.		
4.		
5.		