

St. Paul's Ev. Lutheran Church  
Onalaska, Wisconsin  
**Facility Use Liability Agreement**

For ALL questions or requests regarding St. Paul's facilities, please contact:

**Dan Schoeffel, Staff Minister**  
**[dschoeffel@stpaulsonalaska.org](mailto:dschoeffel@stpaulsonalaska.org)**  
**608-783-2552, ext. 233**

### **Facility & Equipment Use Policies & Procedures**

#### **General Usage Policy**

It is the policy of St. Paul's Ev. Lutheran Church and School to **restrict the use of its facility and grounds** to its members in good standing, the organizations of St. Paul's, and organizations in fellowship with St. Paul's (e.g. WELS, ELS).

**Anyone USER of St. Paul's facility and grounds by signing this Facility Use Policy and Agreement thereby agrees to use the facilities only for purposes that are consistent with St. Paul's beliefs and ministry.** A statement of St. Paul's faith and beliefs is available in part in its Constitution and Bylaws.

#### **Scheduling Events at St. Paul's**

To schedule a special event that will be held at St. Paul's Lutheran Church or if you have questions regarding the use of our church facilities, please contact the following persons well in advance of your event. **Any use of the facility or equipment, including but not limited to the Gym, Fellowship Hall, Sanctuary and meeting rooms, must be scheduled through St. Paul's administrator.**

- **Facility Scheduling:** Staff Minister Dan Schoeffel, 608-783-2552, x233 or [dschoeffel@stpaulsonalaska.org](mailto:dschoeffel@stpaulsonalaska.org).
- **Wedding/Funeral Coordination:** Worship Coordinator Elaine Zierke, (608) 783-3146 or [elainezierke@centurytel.net](mailto:elainezierke@centurytel.net). **NOTE:** In advance of your wedding/funeral, the Worship Coordinator will want to either **meet with you or touch base with you by phone** regarding the policies set forth in our weddings and funerals handbook.

#### **Facility and Equipment Use**

##### **ALL EVENTS**

1. **Facility Access:** If you will need access to St. Paul's facility, please contact St. Paul's staff minister.
2. **Equipment Use:** It is the policy of St. Paul's Ev. Lutheran Church and School that **NO equipment** of St. Paul's is to be borrowed or used by anyone for any reason other than for official church/school usage. No equipment is to leave the church/school grounds except for official church/school usage.
3. **Alcoholic Beverages & Smoking:** It is the policy of St. Paul's Lutheran Church that **NO ALCOHOLIC BEVERAGES** may be served or used in any part of the facility or on the grounds of

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**St. Paul's Lutheran Church. St. Paul's Lutheran Church is also a NON-SMOKING facility.** Thank you for your consideration.

4. **Doors, Windows, Lights & Securing the Building**

- 4.1 Since heat or air conditioning will be scheduled for your event, please leave the **windows** closed.
- 4.2 Double **doors** and especially exterior doors are not to be propped open for any reason.
- 4.3 When leaving the facility make sure to **close any windows** that are open. **Make sure all lights are turned off**. Once outside the building please check the following **doors** to make sure they are latched and locked: church entrance, church/school office, main gym doors.

5. **Fellowship Hall & Kitchen Use**

- 5.1 Please leave the kitchen as clean as or cleaner than you found it.
- 5.2 If you use church linens, please launder and return them.
- 5.3 Take ALL LEFTOVER FOOD with you when you leave.
- 5.4 Hot lunch silverware, napkins, and gloves are not to be used.
- 5.5 If you need to use the utensils in the gray tub please wash and return them to the tub when you have finished with them.
- 5.6 Food and drink are to be consumed in the Fellowship Hall only. Absolutely no food or drinks are allowed in the narthex and sanctuary.
- 5.7 Please note if either the air conditioning or heat is on, please leave the windows closed.
- 5.8 Exterior doors and all double doors are not to be propped open.
- 5.9 Clean all chairs and tables when your group has finished eating.
- 5.10 Please sweep the floor and mop it as needed.
- 5.11 All garbage should be placed in the three garbage cans on wheels. After your event, please pull the garbage bags from the cans and put them in the LEFT dumpster outside. Put new bags (found under the sink) in the garbage cans.
- 5.12 Cans and glass bottles go in the bin under the counter marked "Tin Cans" to be recycled.

6. **Gym Use**

- 6.1 Students/children should not be in the gym **UNLESS SUPERVISED BY AN ADULT**.
- 6.2 Only gym shoes that do not leave black marks may be worn.
- 6.3 If St. Paul's equipment is allowed to be used those in charge must make sure it is put back in its proper place in the Equipment Room and the Equipment Room door is locked.
- 6.4 All garbage should be taken out to the dumpster (outside gym's North entrance).
- 6.5 The gym floor should be swept with a dust mop and if necessary wet mopped.
- 6.6 When leaving the facility make sure to **close any windows** that are open. Make sure **all lights** are turned off, including restrooms and locker rooms. Make sure locker rooms are locked.

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Once outside the building please check the following **outside doors** to make sure they are latched and locked: church entrance, church/school office, main gym doors.

#### **SANCTUARY EVENTS**

1. **Sanctuary Sound System**: The Worship Coordinator will coordinate any use of the sanctuary sound system you may need for your event. Please contact her with any questions regarding this.
2. **Sanctuary Furnishings**: **Please do not move, remove or rearrange** any of the furnishings in the sanctuary without FIRST speaking to the Worship Coordinator.
3. **Brass Altar Furnishings**: We ask that no one handle the brass on the altar because it tarnishes easily. If something needs to be moved, ask the Worship Coordinator of St. Paul's to assist you.
4. **Flowers**: Flowers may be placed on the altar or flower stands. No flowers are to be spread or dropped along the aisle of the church. Please have the florist call the church secretary at 783-2552, ext. 0, to set up a time for delivery. If you wish to leave your flowers on the altar for Sunday services, please let the Worship Coordinator know.
5. **Pew Candles and Decorations**: **Candles cannot be attached to the pews**. Any decorations used on the pews need to have a fabric elastic band to hold the bows or flowers that are being placed on the pews. **No floral wire or tape** is to be used that could result in scratching the pew wood. Also, please **do not apply spray or powder glitter** in the church proper.
6. **Aisle Runner**: A white aisle runner may be used if you wish, but for safety reasons we prefer for you not to have a runner. **If you have a runner, have the ushers pull the runner away before dismissing the congregation.** The aisle is 56 feet long from the altar railing to the doorway.
7. **Wedding Candle**: A unity candle is used by some couples during the ceremony. Couples desiring such a candle should bring it along with 2 small tapers to the rehearsal. St. Paul's can provide a candle holder for all 3 candles, a small table and cloth to be used for the unity candle.
8. **After the Wedding Ceremony**: **Please do not have rice, seeds, bubbles, or confetti thrown in the narthex or outside the building after the ceremony.** These items are difficult to clean up and cause a possible slipping hazard.

#### **Facility, Equipment Use and Services Gratuities**

The following gratuities should be paid in full at the church office to insure facilities are reserved at your requested time. Please make checks payable as indicated.

1. **Facility Use Gratuity** (Weddings & Funerals: **non-St. Paul's, WELS members only**)

To help cover various utility and other costs associated with your use of St. Paul's Lutheran Church facility we ask that a **donation be made payable to St. Paul's Lutheran Church.**

- 1.1 **For weddings the Facility Use Gratuity is \$100.00.**
- 1.2 **For funerals the Facility Use Gratuity is \$50.00.**

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2. **Worship Coordinator Gratuity** (Weddings & Funerals: **non-St. Paul's, WELS members only**)

The Worship Coordinator will be at the rehearsal and/or at the wedding or funeral service to assist in any way possible. Please call her if you have any questions. **The gratuity for the services of the Worship Coordinator at St. Paul's is \$50.00 payable to the worship coordinator.**

3. **Organist Gratuity** (Weddings & Funerals: **St. Paul's & other WELS members**)

If you desire or need one of St. Paul's organists to play for your wedding or funeral, please contact our Worship Coordinator. **The gratuity for the services of the organists for Weddings at St. Paul's is \$125.00. The gratuity for the services of the organists for Funerals at St. Paul's is \$75.00 payable to the organist who plays.**

4. **Soloist Gratuity** (Weddings & Funerals: **St. Paul's & other WELS members**)

If you desire or need one of St. Paul's soloists to play for your wedding or funeral, please contact our Worship Coordinator. **The gratuity for the services of the soloists at St. Paul's is \$100.00 payable to the soloist(s) who sings.**

5. **Instrumentalist Gratuity** (Weddings & Funerals: **St. Paul's & other WELS members**)

If you desire or need one of St. Paul's instrumentalists to play for your wedding or funeral, please contact our Worship Coordinator. **The gratuity for the services of the instrumentalists at St. Paul's is \$100.00 payable to the instrumentalist(s) who plays.**

6. **Custodian Gratuity** (Weddings & Funerals: **St. Paul's & other WELS members**)

St. Paul's does not reimburse the custodian for cleaning before and after the wedding or funeral service. **The gratuity for the services of the custodian at St. Paul's is as follows, payable to the custodian:**

6.1 **For weddings the custodian gratuity is: \$100.00.**

6.2 **For funerals the custodian gratuity is \$50.00.**

7. **Fellowship Hall Use Gratuity** (St. Paul's and other WELS members – for private functions)

If you wish to use the Fellowship Hall for your event, please contact **St. Paul's Parish Administrator** to schedule your event and for hall regulations. The following gratuities apply:

7.1 **WEDDING receptions for non-St. Paul's WELS members: Fellowship Hall gratuity is \$200.00.**

7.2 **FUNERAL receptions/meals after the service/internment for St. Paul's & other WELS members: suggested minimum gratuity is \$75.00, payable to "**St. Paul's Women in Christ.**"**

7.3 **For ALL OTHER special events for St. Paul's members the gratuity for the use of the Fellowship Hall is: \$25.00 payable to "St. Paul's Lutheran Church" AND \$50.00 payable to [custodian] (please contact the office for the name).**

8. **Gym Use Gratuity** (St. Paul's and other WELS members)

**The gratuity to use St. Paul's Gym is \$20.00 for four hours and \$40.00 for eight hours of use**

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**payable to "St. Paul's Lutheran Church. St. Paul's reserves the right to adjust or waive this gratuity at its discretion.**

**Location of Emergency Medical Equipment & Clean Up Equipment**

Before using St. Paul's facility all adults in your group/organization should familiarize themselves with the location of these devices.

1. An **Automatic External Defibrillator — AED** is located in a cabinet in the main school hallway just to the left of the elevator. A horn will screech when opening the cabinet—just retrieve the AED quickly and close the cabinet.
2. A **First Aid Kit** is located inside the **AED** cabinet. A horn will screech when opening the cabinet—just retrieve the First Aid Kit quickly and close the cabinet.
3. A dust mop, broom, dustpan and wet mop and bucket are located in the unlocked janitor's closet, **Room 102**, in the main school hallway across from the office & copy room.

**Fill out Facility Use Request form**  
**and if necessary the AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK**  
**LAST TWO pages**

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St. Paul's Women in Christ

Funeral Policy

Sept. 2014

The Women in Christ of St Paul's Lutheran Church, Onalaska, will assist our families in the serving of a lunch following funerals in our Fellowship Center. To help in the planning of such an event, please be advised of the following guidelines:

The Family:

- The family is responsible for providing the food and beverage items that they wish to serve. Women in Christ will provide and prepare the coffee. We will also provide pitchers of water.
- Women in Christ request that the food be delivered to the kitchen a minimum of two hours before it is to be served. If sandwiches are to be served, platters of meat and cheese, buns, and condiments should be provided for self-service sandwich making.
- During the school year our school runs a lunch program. The kitchen and Fellowship Center are, therefore, not available until 1:00 p.m.
- All leftover food and beverages are to be taken by the family at the conclusion of the meal.
- The suggested gratuity is a minimum of \$75.00.
- To make arrangements, please call Mary Craig 526-2221 (cell 799-7570)

Women in Christ:

- Our serving circle will take care of the set up and clean up for the lunch and servicing of the meal.
- If the family desires, the ladies will provide bars or cakes for the lunch.
- Tableware, table coverings, decoration, sugar, creamer, salt and pepper are provided.
- Each July copies of the Funeral Policy will be given to the Pastors, church secretary, and area funeral homes to give to the families of the deceased.

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**Fill out the following form completely and return to St. Paul's administrator**

Individual/Group/Organization Name	Individual/Group/Organization Address
Person in Charge/Contact Person	Person in Charge Email Address
Person in Charge/Contact Person Phone Number	
Names of <b>adults</b> who will be supervising the group for the dates of use	

Area of Facility Requesting Use of	Dates Requested
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- I/MY GROUP/ORGANIZATION will need access to the facility for each date requested. Please contact Staff Minister Schoeffel to obtain access to the facility.
- I/MY GROUP/ORGANIZATION will clean up the area used after our event according to the **Fellowship Hall & Kitchen Use Gratuity Waiver Setup & Cleanup Duties** sheet we received.
- Volunteers (age 14 and older) in my group/organization using St. Paul's facilities will be working with children (under 18 years old) and will need background screens done. **Please make as many copies as needed of the background screen authorization forms attached** (last page). **RETURN COMPLETED FORMS TO ST. PAUL'S STAFF MINISTER.**
- I AGREE TO REPORT** TO A RESPONSIBLE PARTY OF ST. PAUL'S **ALL DETAILS OF ANY AND ALL INJURIES OR ACCIDENTS, NO MATTER HOW SLIGHT,** THAT OCCUR WHILE I/MY GROUP/ORGANIZATION IS USING ST. PAUL'S FACILITY OR GROUNDS.

I hereby agree to follow the above policy requirements while I/MY GROUP/ORGANIZATION uses St. Paul's facility or grounds. If checked above, I agree to have anyone in my group, including myself, pay for and authorize a background check before I or my group or organization may use St. Paul's facility or grounds.

Organization/Group	Date
Responsible Party Printed Name	Signature

*For Office Use*

Approved, St. Paul's Admin	Date
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**RETURN this completed form to St. Paul's administrator**

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**AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK**

St. Paul's Ev. Lutheran Church & School  
1201 Main St., Onalaska, WI 54650

Background Screen for (group/organization): \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize St. Paul's Ev. Lutheran Church & School to request the police/sheriff's department or any entity chosen by St. Paul's Lutheran Church & School specifically for conducting this search to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law.

I do release said police/sheriff's department and other entities from all liability that may result from any such disclosure made in response to this request.

**\*\*NOTE: ALL INFORMATION BELOW IS REQUIRED TO DO A BACKGROUND CHECK**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Print **FULL** name: \_\_\_\_\_

FIRST

MIDDLE

LAST

Print all other names that have been used by applicant (if any):  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
FULL ADDRESS (Mailing (house or PO Box #), City, State, Zip)

Parent/Guardian Authorization (signature) \_\_\_\_\_  
(If screenee is under the age of 18)

**➡ ➡ ➡ RETURN FORM TO ST. PAUL'S STAFF MINISTER ← ← ←**

**FOR OFFICE USE ONLY**

NO Issues     ISSUES     Issues ADDRESSED

Name of entity releasing info/report to St. Paul's: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_