

Instructions

for completing the

Facility Use Agreement

1. **All parties using St. Paul's Facilities** must:
 - 1.1. **Review** the **FACILITY USE POLICY** (pages 5-6).
 - 1.2. **Review and fill out** the **FACILITY USE AGREEMENT** (pages 1-2). Sign page 2 and return BOTH pages 1-2 to St. Paul's Administrator.
 - 1.3. If applicable (see Stipulations 10.5 & 10.6, page 2 of the Facility Use Agreement), fill out the **Activity Participation Agreement** (p.3) and the **Request for Criminal Records Check** (p. 4) and return the APPLICABLE pages to St. Paul's Administrator.
 - 1.4. **Make out a check payable to St. Paul's** for the **Facility/Equipment Use Gratuity** (that applies to your activity see page 6).

2. **Private functions** conducted by St. Paul's members (baptismal or confirmation dinners, birthday or anniversary celebrations, etc.) do not need to have a Criminal Records check done or supply proof of liability insurance or Activity Participant Agreements (Stipulations 9.3, 10.5 or 10.6). **But they must:**
 - 2.1. **Review** the entire **AGREEMENT** (pages 1-2) and **POLICY** (pages 5-6).
 - 2.2. **Fill out boxes 1-7** on page 1.
 - 2.3. **Check boxes 9.1 and 9.2** if they apply in box 9 on page 1.
 - 2.4. **Sign** page two and **return BOTH** pages 1-2 to St. Paul's Administrator.

3. **Group functions** (sports, etc.): your group must provide proof of liability insurance (Stipulation 10.5). If it does not have liability insurance and therefore cannot comply with stipulation 10.5, please comply with stipulation 10.6 by having every individual in your group or the parents of all minors in your group fill out the **ACTIVITY PARTICIPATION AGREEMENT** (APA; page 3) and return all APAs to St. Paul's Administrator.

If your group will be working with minors (under 18 years old) in its activity and per St. Paul's Criminal Records Check Policy, your program cannot prevent adults from being alone with the minors, then per Stipulation 9.3 all volunteers age 14 and older must fill out and return an **AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK** (page 4). Your group must pay for each Criminal Records Check needed **PRIOR TO** your group's use of the facility.

Facility Use AGREEMENT

READ the FACILITY USE **POLICY**, pages 5-6, FILL OUT completely this FACILITY USE **AGREEMENT**, pages 1-2, and if applicable the Activity Participation Agreement (p. 3) and the Request for Criminal Records Check (p. 4) and return to St. Paul's Administrator

1. USER (Individual/Group/Organization) Name	2. USER (Individual/Group/Organization) Address
3. Person in Charge of Event	4. Person in Charge of Event Email Address
5. Person in Charge of Event Phone Number	6. Dates of Use Requested
7. Area of Facility Requesting Use of	
8. Names of <u>adult(s)</u> who will be supervising the group during the time of use	
9. CHECK ALL THE FOLLOWING THAT APPLY	
9.1 <input type="checkbox"/> USER will need access to the facility for each date requested. Please contact St. Paul's Administrator to obtain access to the facility.	
9.2 <input type="checkbox"/> Option for Fellowship Hall and Kitchen use only: USER wishes to waive the custodian fee and agrees to clean up the area used after the event according to the Fellowship Hall & Kitchen Use Gratuity Waiver Setup & Cleanup Duties sheet USER received.	
9.3 <input type="checkbox"/> Groups: All persons (age 14 and older) in USER 's group who will be working with children (under 18 years old) will need Criminal Records Checks done. USER agrees to pay for and authorize Criminal Records Checks BEFORE USER or USER 's group may use St. Paul's facility or grounds.	
Please make as many copies as needed of the <i>AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK</i> form (<u>page 4</u> of this document).	
<u>RETURN ALL COMPLETED FORMS TO ST. PAUL'S ADMINISTRATOR.</u>	

10. Facility Use Stipulations

10.1 **USER agrees to pay all gratuities and any other administrative fees (Criminal Records Check fees, etc.) prior to being able to use St. Paul's facility.**

10.2 USER agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using St. Paul's facilities.

Facility Use AGREEMENT

- 10.3 USER agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the OWNER as set forth in part in the owner's Constitution and Bylaws.
- 10.4 USER agrees to abide by all rules or regulations for the use of the premises that are a part of or are attached to this agreement.
- 10.5 **USER promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. USER will provide a certificate of insurance to the OWNER at least seven days prior the USER's use of St. Paul's facilities. The certificate of insurance will indicate that USER has made OWNER an "additional insured" on USER's policy with respect to the use by USER of St. Paul's facilities.**
- 10.6 **If USER does not carry liability insurance, USER promises and warrants that USER will obtain signed ACTIVITY PARTICIPATION AGREEMENTS (page 3—make as many copies as necessary) from each participant in the activity. If the participants are minors (under 18), USER will obtain Activity Participation Agreements for all minors signed by at least one parent or legal guardian.**
- 10.7 Additionally, USER agrees to hold harmless, indemnify and defend OWNER (including OWNER's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the OWNER (including OWNER's agents, employees and representatives) or otherwise.
- 10.8 USER agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which USER will use, including entrances and exits.
- 10.9 USER agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
- 10.10 USER agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

USER Responsible Party Printed Name

USER Responsible Party Signature

Date

For Office Use

Approved, St. Paul's Admin

Date

**RETURN this completed Facility Use Agreement,
and if applicable, the Activity Participation Agreement (page 3),
the Authorization and Request for Criminal Records Check (page 4)
to St. Paul's Administrator**

Activity Participation AGREEMENT

Activity Information (To be completed by the activity sponsor)	
Name of Sponsoring Organization	Sponsoring Organization Address
Person in Charge of Activity	Person in Charge of Activity Telephone
Description of Activity	Dates of Activity
Participant Information (To be completed by participant or authorized guardian)	
Name of participant	Name of parents/guardians
Participant/parents/guardians address	Parents/guardians Telephone
Name of emergency contact	Emergency contact phone numbers
List allergies or medical conditions:	
Is sponsor authorized to approve medical treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is participant covered by personal/family medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of insurer: _____	
Policy or group number: _____	

Participation Agreement (READ carefully and completely)

I acknowledge that participation in the activity described above involves risk to the participant (and to the participant's parents or guardians, if the participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in the activity described above (the "activity"), the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The participant or parent/guardian accepts personal financial responsibility for any injury or other loss sustained during the activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, employees, volunteers, or any other representatives (collectively referred to as the "activity sponsor"). Further, the participant or parent/guardian releases and promises to indemnify, defend, and hold harmless the activity sponsor and St. Paul's Lutheran Church and School (OWNER) for any injury arising directly or indirectly out of the described activity or transportation to and from the activity, whether such injury arises out of the negligence of the activity sponsor, the OWNER, the participant, or otherwise.

Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(If participant is a minor)

**AUTHORIZATION AND REQUEST FOR
CRIMINAL RECORDS CHECK**

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

Initial Position Screened for: _____

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 Criminal Record 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: _____

Email Address: _____

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 ADMINISTRATOR !!

FOR OFFICE USE ONLY

NO Issues ISSUES Issues ADDRESSED

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

Reviewed by: _____ Date: _____

Facility Use POLICY

KEEP THIS PAGE FOR YOUR RECORDS

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 using St. Paul's facility and grounds by signing this Facility Use 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 contained in part in its Constitution and Bylaws (available on request).

Facility and Equipment Use

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.

To schedule a wedding at St. Paul's, please contact the church office for contact information for one of St. Paul's Wedding Coordinators.

1. **Facility Access:** If you will need access to St. Paul's facility, please contact St. Paul's Administrator.
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 (personal or otherwise) 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 St. Paul's Lutheran Church. St. Paul's Lutheran Church is also a **NON-SMOKING** facility.
4. **Doors, Windows, Lights & Securing the Building**
 - 4.1 Since heat or air conditioning will be scheduled for your event, please **DO NOT OPEN ANY** windows.
 - 4.2 **Exterior doors** are not to be propped open for any reason.
 - 4.3 When leaving the facility make sure **ALL lights are turned off and ALL doors are LOCKED**. Once outside the building please check to make sure that the doors you used are latched and locked.
5. **Fellowship Hall & Kitchen Use**
 - 5.1 If USER has opted to clean the Fellowship Hall and Kitchen themselves, please leave them as clean as or cleaner than you found them.
 - 5.2 Church kitchen linens and hot lunch silverware, napkins, and gloves are not to be used.
 - 5.3 **TAKE ALL LEFTOVER FOOD with you** when you leave.
 - 5.5 Wash all dishes, pots, pans and utensils used for your event.
 - 5.5 Food and drink are to be consumed in the Fellowship Hall only. Absolutely no food or drinks are allowed in the narthex and sanctuary.
 - 5.6 Clean all chairs and tables when your group has finished eating.
 - 5.7 Sweep the floor and mop it as needed.
 - 5.8 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.**

Facility Use POLICY

KEEP THIS PAGE FOR YOUR RECORDS

5.9 Tin cans and glass bottles go in the small can 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 and placed in the **LEFT** 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 The same rules apply to windows and doors for gym use as in 4.1, 4.2 and 4.3 above.

For sanctuary and kitchen use policies for weddings please speak to one of the Wedding Coordinators.

For funerals please speak to one of the pastors.

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 Kits** are located inside the **AED** cabinet, the kitchen, the lower school hallway and the north gymnasium hallway.
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.

Facility/Equipment Use Gratuities

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

1. **Wedding and Funeral Gratuities** see **Wedding and Funeral Handbook** and **Wedding Coordinators**.
2. **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 Administrator** to schedule your event and for Fellowship Hall use regulations. The following gratuities apply:
 - 2.1 **\$25.00 payable to St. Paul's Lutheran Church**
 - 2.2 **\$50.00 payable to [custodian]** (please contact the office for the name).
3. **Gym Use Gratuity** (St. Paul's and other WELS members – for private functions)
The gratuity to use St. Paul's Gym is \$20.00 for four hours and \$40.00 for eight hours of use payable to "St. Paul's Lutheran Church. St. Paul's reserves the right to adjust or waive this gratuity at its discretion.