

REQUEST FOR USE OF FACILITIES

PLEASE NOTE: The Fellowship Hall is not available for use on Saturdays before 2:00 p.m. unless the planned activity can be cancelled or reschedule in the event of a funeral and other church events on Saturday morning.

Activity Information

Activity: _____ Date: (mm/dd/yy) _____ Time(s) of Event: _____

Number of people expected: _____ Times access required: _____

Room(s) requested: Fellowship Hall Kitchen Sanctuary Other (Please specify)

Use of commercial kitchen equipment and sound room equipment is not allowed

Equipment requested: Rectangular Tables # _____ Round Tables # _____ Chairs # _____

Other Special Needs: _____

Payment Included: Yes No Request to Pick-Up On (Date/Time): _____

Group Information

Group/ Person making request: _____

Responsible party: _____

Address: _____

Phone: _____

Contact person (if other than responsible party): _____

Address: _____

Phone: _____

Agreement

I have read the conditions outlined on the *Guidelines for Use of Facility* form, *Faith Statement* and *Hold Harmless Agreement*, and agree to abide by same, and to make every effort to ensure that our guests do likewise, if we are permitted to use this facility. I agree to make any necessary remuneration to the church office at least 30 days prior to the event.

Signature of Responsible Party _____
Date

For use by church office

A Hold Harmless Insurance Form is required for outside groups using the facility. Date received: _____

Request approved by church staff: Yes No Name: _____ Date: _____

Guidelines for use of Facilities

- ❖ Requests for use of any and all facilities of St. John's Lutheran Church must be made in writing, using a *Request for Use of Facilities* form, a minimum of one month before the date needed. This includes the use of any part of the church property.
- ❖ Request form is to be submitted to the church office.
- ❖ No events will be approved which exceed the stated capacity of the facilities.
- ❖ Date and time of all facility use must be scheduled with the church office for placement on the church calendar.
- ❖ The Fellowship Hall is not available on Saturdays before 2:00 p.m. unless the planned activity or event can be cancelled or rescheduled in the event of a funeral or other church events on Saturday morning.
- ❖ Smoking is prohibited in church buildings.
- ❖ No gambling, alcohol or illegal substances will be permitted on the church property.
- ❖ Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on church property.
- ❖ Children shall be under adult supervision at all times, within the approved area of use, and are not allowed to run free.
- ❖ Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- ❖ The area use must be left in good condition- cleaned up with garbage removed, lights turned off, and doors locked. Garbage is to be removed to the dumpster near the back shed. **Please return tables and chairs back in the order they were found.**
- ❖ Plans to move equipment and furnishings for an activity require contact with Church Secretary or one of the Trustees. (Ken Batten (920) 621-3714, Dan DeGrave (920) 495-0943, Kevin Vandenburg (920) 255-5839). Such moves are the responsibility of those requesting the use of the facility.
- ❖ All equipment and furnishings that are moved shall be returned to their former places.
- ❖ Commercial cooking equipment and sound room equipment are not available for use.
- ❖ Accidents affecting persons or property must be reported immediately to the church office.
- ❖ Weddings will not use rice, birdseed, or confetti inside the church building.
- ❖ Remuneration must be paid to the church office at least 30 days before the event. Refunds for canceled events will be at the discretion of the church staff.
- ❖ Upon approval of your request, we ask that you include the security deposit portion of your remittance on a separate check which will be returned when we find the facility in good order and building key returned.

- ❖ Please read, sign, and return the **Faith Statement** and **Hold Harmless Agreement** along with payment, as a condition of approval of this contract.

Faith Purpose Statement

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Board of Trustees is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

Faith Statement on Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.) We believe that in order to preserve the function and integrity of St. John Lutheran Church as the local Body of Christ, and to provide a biblical role model to the St. John Lutheran Church members and the community, it is imperative that all persons employed by St. John Lutheran Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. John Lutheran Church.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the congregation's faith, doctrine, practice, policy, and discipline, our Pastor(s) and Board of Elders are St. John Lutheran Church's final interpretive authority on the Bible's meaning and application.

Marriage Policy

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, St. John Lutheran Church will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff of St. John Lutheran Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of St. John Lutheran Church shall only host weddings and receptions between one man and one woman.

Approved Users and Priority of Use

The Board of Trustees must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.

4. I understand that upon approval of my facilities use request, I will need to provide a security deposit.
5. I understand that the church doesn't allow its facilities to be generally available to the public, and that my use of these facilities is subject to the trustee's approval, which is conditioned in part on my agreement to the requirements in the *Guidelines for Use of Facility* form, *Faith Statement* and *Hold Harmless Agreement*, a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name: _____ (Responsible party/vendor signature)

Date: _____

Hold Harmless Agreement

In consideration of the permit to use St. John's Lutheran Church facilities herein before described, the undersigned user hereby agrees to indemnify, defend and hold St. John's Lutheran Church harmless from and against any claims, actions or demands alleging that St. John's Lutheran Church has any liability to any third party arising from the subject use of the facilities. St. John's Lutheran Church is not liable for any direct, indirect, incidental, special or consequential damages, including loss of profits, revenue, data or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to St. John's Lutheran Church, its members, agents, employees, successors and assigns.

Name: _____ (Responsible party/vendor signature)

Date: _____

Maintenance Fee Policy

Members \$50 for 4 hrs. + \$10/hr. for each additional hour thereafter

Non-members \$100 for 4 hrs. + \$20/hr. for each additional hour thereafter plus \$100 security deposit to be refunded when nothing is found damaged, everything has been cleaned-up and building key is returned.