



Risen Savior Lutheran Church  
9501 W. Drexel Avenue  
Franklin, WI 53132  
(414) 529-5647

## **RISEN SAVIOR LUTHERAN CHURCH FACILITY USAGE POLICY & GUIDELINES**

### **PURPOSE AND SCOPE**

The purpose of this policy is to serve as a guideline in the spirit of what scripture says about stewardship, worship, and the mission of the Church. This policy applies to all groups or individuals seeking to use the facilities and/or grounds of RSLC for purposes outside church activities. Our church property may not be used for any religious ceremony, reception or other activity that would be inconsistent with our beliefs and these policies. Under no circumstances may our facilities be used for political purposes.

The Sanctuary may only be used for approved purposes upon specific request.

### **POLICY DETAILS**

Pending approval of application for use of RSLC Facilities by the Church Council, the following details will be enforced:

#### **1. COSTS:**

- a. The fee for the use of the fellowship hall, kitchen, and restrooms, and grounds is \$100.00, to be paid at the time of the Application. This fee is waived for members of Risen Savior, although a church donation is encouraged.
- b. Honorariums for the staff (pastor, musician(s), custodial staff) should be paid directly to the individual(s) involved.
- c. Fees for special services (i.e. catering, decorations, cleaning) should be paid directly to the vendor(s) involved.

2. **SET-UP:** The organization or individual that sponsors any special events is responsible for set-up and clean-up in cooperation with the custodial staff. There could be more than one activity that uses the facility on the same day or during the week. Please check with the church office before bringing any supplies to the facility.

3. **DECORATIONS:** No tacks, nails, scotch tape or other material(s) which will deface church property shall be used to put up decorations. Flowers and candles etc., must have bases or stands to support them. Decorations shall

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not be attached to walls, chairs, or ceilings in a manner that will leave permanent markings.

4. **EQUIPMENT:**

- a. Movement of any permanent fixtures(s) requires prior approval by the Church Council.
- b. Sanctuary sound and audio-visual equipment use is prohibited without express written consent of the Church Council.
- c. All vendors are to adhere to all regulations herein.
- d. Applicant is responsible to see that the facility is in proper order before leaving the event. Please refer to the "Facilities Cleanup Responsibilities" document.
- e. The requesting individual(s) will be held responsible for any loss or damage to the equipment used.

5. **EATING & DRINKING:** Food and beverages are not allowed in the sanctuary.

6. **BEVERAGES:** Host alcoholic beverages (beer, wine, and/or spirits) may only be served with approval. Applicant will designate a responsible person to oversee adherence to laws and limits of alcohol consumption. Under no circumstances will alcohol be served to a minor. The sale of alcoholic beverages is strictly prohibited.

7. **SMOKING:** Smoking/vaping is not allowed within the entire Risen Savior church building or grounds.

8. **TIME:**

- a. Facility use (including set-up) may not interfere with church activities
- b. The church property is to be cleaned and vacated by 11:30pm (except by special permission).

9. **CHILDCARE:** Arrangements for childcare and the screening of childcare providers is the sole responsibility of the requesting individual or group.

10. **SECURITY:** The applicant shall designate a responsible person for making sure all lights are turned off and all windows and doors are locked when vacating the building.

## **FACILITY USAGE APPROVAL PROCESS**

1. Contact the church office at least 45 days in advance of the event to check for possible conflicts on the church calendar and building use.

2. Complete the Facility Use Request Form at least 45 days in advance of the event. Submit the completed form to the church office for processing.
3. As part of its monthly meeting, the Church Council will review all facility use requests and approve, deny or defer approval of the requests. The requestor will be notified by the church office of its decision.
4. Attendance at the Church Council meeting, to clarify the request, will be by invitation of the Church Council.
5. Approved facility use requests will be placed on the church calendar.
6. For the announcement of any approved facility use requests refer to policy on Church Communication.

#### **RELATED DOCUMENTS AND FORMS**

1. Application for Use of Church Facilities
2. Facility Cleanup Responsibilities

#### **RELATED POLICIES**

1. Policy on Weddings
2. Policy on Funerals

#### **POLICY OWNER**

The owner of this policy is the Committee on Policy and Procedures.