



ST. MARK'S LUTHERAN CHURCH BUILDING USE GUIDELINES

CONTACT NAME:		
PHONE:	EMAIL:	
ADDRESS:	CITY:	ZIP:
DATE(S) REQUESTING:		
GROUP NAME:	PURPOSE OF USE:	# ATTENDING:

I, the undersigned, verify that this is for private use only [events open to the public such as rummage sales are not permissible] and accept full responsibility for the above group while on church property during the date[s] listed on this form. I further agree to indemnify and save harmless St. Mark's from any and all liability, which may be incurred to said St. Mark's by virtue of granting permission in the agreement. I further agree to exercise due care in the preservation of the premises and have read said rules and regulations for use of St. Mark's property.

Signature: _____ Date: _____

ALLOWED USE	The Church Building will be available for: Congregation/Committee events, Member events (i.e. wedding, baptism, anniversary celebrations, baby showers), Church events (i.e. Appleton Conference, Synod and Ecumenical events and programs), Events sponsored by non-profit agencies and groups serving the community in ways compatible with the ministry goals of St. Mark's (i.e. LSS, UW Oshkosh Head Start, Boy Scouts, Girl Scouts, the WCFAPA, AA, AI-Anon, and ESTHER) The Church will not be available for daily, weekly or monthly use by groups outside the Church.
CONTRIBUTION	Contributions for the use of the building, to help meet utility and supply costs, are encouraged and recorded.
OPENING	The north door will be programmed to open ½ hour before requested start time & will automatically be locked ½ hour after requested start time. WATCH FOR LATE COMERS AND DO NOT PROP OPEN THE OUTSIDE DOOR(S).
SET-UP	It is the group's responsibility to do their own set-up of tables and chairs. Note: The Church will do the normal set-up of rooms. If you setup extra tables, please put them back where you got them from. Please note that the kitchen paper products/plastic utensils are for St. Mark's events only.
CLEAN-UP/ CLOSE-UP	All SUPPLIES and EQUIPMENT brought in by the user MUST BE REMOVED. The user must leave the Church in the condition as found. Clean and return tables and chairs to their original positions. Deposit refuse in the dumpster (northeast side of building). Check the restrooms to ensure toilets are flushed and paper is picked up. (No not leave soiled diapers in restroom trash containers – take to dumpster.) Turn off all appliances, lights and fans. If a key was checked out to you, lock all outside doors. Last person to leave should ensure the outside doors are securely closed (close, push & pull to ensure doors are indeed locked).
TABLECLOTHS	Plastic covers are on the Fellowship Hall tables. If you remove the plastic covers and soil the tablecloths, please remove and place in hamper labeled "Tablecloths." Stain pre-treat is under the kitchen sink. \$30 will be charged for the laundering of tablecloths. Do not discard plastic covers. If plastic covers were removed, put back over tablecloths, before leaving.
NO ALCOHOLIC BEVERAGES	ALCOHOLIC BEVERAGES are NOT ALLOWED in the Church or on the property. {Juices and soda with RED DYE are not allowed.}
NO SMOKING	SMOKING is NOT ALLOWED in the building. Smoking is allowed outside – use building exit on the north (parking lot area).
DAMAGE	If the Church facility is damaged as a result of an event, the cost for the labor and materials used for repair will be charged to the user.
YOUTH PARTIES	One adult (minimum age 21) chaperone for every 10 youths is required.
LCD PROJECTOR/ PA SYSTEM	Use of the Fellowship Hall PA system and/or LCD projector must be approved prior to the use. A responsible person will be trained in the use of the equipment.
EMERGENCIES	An emergency procedure is posted in the kitchen.
STIPULATION	St. Mark's church functions take precedence over other activities within the building. We reserve the right to move your activity to another available room.

<i>For Office Use Only</i>	
Contribution \$ _____	Date Received _____
Approved Room: ___ Fellowship Hall ___ Mary Room ___ Lounge ___ Library ___ Nursery	