

ST. JACOBI EVANGELICAL LUTHERAN CHURCH
BUILDING UTILIZATION POLICY
Effective Date June 1, 2005

PURPOSE

The purpose of this policy is to summarize the guidelines established by this congregation regarding the usage of its facilities, including the nature of permitted use, the manner in which usage may be requested and authorized, and the responsibilities assumed by its users.

NATURE OF USES PERMITTED

Usage of the building facilities of this congregation will be limited to activities of a Christian nature (i.e., situations promoting the gathering together of Christians). Use of such facilities by persons other than members of St. Jacobi is restricted solely to other WELS groups upon proper authorization being received. Random usage of the facilities by our members is prohibited. St. Jacobi members who have keys do not have permission to use the facilities without obtaining approval from the authorized personnel.

AUTHORIZATION FOR USE

Usage of St. Jacobi's facilities for purposes of applying the guidelines of this policy are categorized as follows:

A. St. Jacobi Use - Approved Groups/Ministries/Teams

It is recognized that a number of organizations and events exist within the congregation which meet or occur on a regular basis. These organizations and events include, but are not necessarily limited to:

1. Organizations

- a. Church Council - Voters Assembly
- b. WICS
- c. Youth Group
- d. Ladies' Aid
- e. P.T.O.

2. Sports Teams

- a. Basketball
- b. Volleyball

3. Others

- a. Fellowship/Funeral Meals
- b. Instruction Classes
- c. School Related Meetings

B. Joint St. Jacobi / Outsider Use

Such usage includes, but is not necessarily limited to:

1. WELS/WLHS/LWMS/WLCFS/Area Meetings
2. Wedding/Parties/Showers
3. Sporting Events and Practices

C. Outsider (WELS Group) Use

Such usage includes, but is not necessarily limited to:

1. Sports Tournaments
2. Gym Usage
3. Multipurpose Room usage

Outside groups may be asked to supply a certificate of insurance.

It is the policy of this congregation that the usage of its facilities be authorized prior to such intended usage. Such authorization shall be granted for uses meeting the guidelines of this policy in the following manner:

1. In the case of established organizations ("A-1" uses), such organizations are recognized here in as being authorized to use the facilities of this congregation so long as their activities are conducted in such a manner as to promote opportunities for member Christian fellowship. Remaining type "A" uses shall be subject to annual review and authorization. (Authorization should be sought from Athletic Director for gym; Pastors, or Principal for Multipurpose Room).
2. Type "B" usage is to be authorized by the appropriate authority. (See above) They are to exercise discretion as to whether further consultation authorizing the usage in question is necessary, i.e., Board of Trustees, Church Council, Voters' Assembly. All Type "B" uses shall be reported at the next Church Council and Voters' Meetings.
3. Type "C" usage is to be authorized by the Church Council and reported to the Voters.

REQUESTING USE OF FACILITIES

All requests and further communications for usage of the facilities of this congregation shall be brought to the attention of the appropriate authority (See Above). Who shall be responsible for:

1. Reviewing requests for use of facility and authorizing use in accordance with the terms of this policy.
2. Bringing such requests to the appropriate level of authorization for such usage.
3. Explaining the provisions of this policy to prospective users, including cost reimbursement to the congregation for use of the facilities, as provided for by this policy.

PRIORITY OF USE

It is recognized that from time to time the usage of the congregation's facilities may be desired by more than one qualifying person(s) or organization at the same time. The following priority of use shall prevail in such circumstances and be adhered to by the appropriate authority in his scheduling of activities:

1. Established organizational meeting dates (Type "A" uses) shall have precedence in scheduling over other uses.
2. Remaining usage shall be scheduled on a first-come, first-served basis.

USER RESPONSIBILITIES

The ultimate responsibility for the protection and maintenance of this congregation's facilities during use rests with the individual leaders of the various groups using the facilities. However, because of varying levels of familiarities with the operations of the facilities, the following responsibilities are attached to each of the various types of uses previously identified:

1. Where the use of the facilities is limited to members of St. Jacobi or joint St. Jacobi-Outsider usage, the St. Jacobi organization or group leader is considered to be responsible for ensuring proper cleanup, building security, etc., during and at the conclusion of each use. The building use checklist must be followed.
2. Where usage is to be solely by individuals who are not members of St. Jacobi, arrangements must be made for the presence of a designated responsible member of St. Jacobi during the building usage.
3. Ordinarily use of alcohol is not permitted. Exceptions may be made by request through the Elders at their regular monthly meeting.

COST FOR USE OF FACILITIES

Custodial, maintenance, utility, etc., costs are incurred by the congregation in the operation of its facilities. It is the intent of this policy that such incremental costs incurred by the congregation in the use of its facilities by non-members be borne by such users. Accordingly, the following conditions with respect to cost reimbursement to the congregation have been adopted by the congregation:

1. No charge will be made for activities which are strictly St. Jacobi member type "A" uses.
2. Costs incurred by St. Jacobi (utilities, wear and tear) for type "B" St. Jacobi member-outsider activities, including extra costs for custodial services necessary as a result of these activities, shall be assessed to the organization or individual sponsoring the joint activity.

\$10.00 - Each use of Multipurpose Room.

\$20.00 - Each use of Gymnasium.

Charges for ministry related Type "B" uses such as (LWMS, WLHS Guild) may be waived at the discretion of the appropriate authority and reported to the Church Council.

3. A user's donation shall be required for facilities usage solely by non-St. Jacobi members (Type "C"). Such donation, which is intended to recoup the estimated cost incurred in connection with such usage, shall be established by the Board of Trustees.

As of June 1, 2004, the Board of Trustees have set the user donation for Type "C" use at seventy five dollars (\$75.00) for the first two (2) hours and forty dollars (\$40.00) per hour or portion thereof thereafter, to be paid directly to the congregation. The seventy five dollar (\$75.00) donation shall be the minimum donation regardless of the length of time the facilities are used. In addition, if the usage under this policy requires the presence of a designated responsible member of the congregation, the user shall pay directly to the designated responsible member the amount of twenty dollars (\$20.00 per hour). A twenty dollar (\$20.00) donation shall be the minimum donation regardless of the length of time the designated responsible member is required to be present.

TABLES & CHAIRS

Member usage of tables and chairs off premises:

\$10.00 per time - approved by Pastors or Principal.

Sister churches or other WELS group usage - approved through Church Council.

All checks should be made out to **St. Jacobi Lutheran Church.**

MULTIPURPOSE ROOM USE

- 1.) Have a key to open door.
- 2.) When finished please wipe down tables and put them back the way they were.
- 3.) Sweep floor and wipe up any spills and or messes.
- 4.) Please shut windows.
- 5.) Please make sure doors are locked.