

Lake Wisconsin Evangelical Free Church  
Policy Guideline

Policy Title:           **Church Use**

Effective Date: 1/1/2017

1. Requests for church use must be made by a member of LWEFC, whether for their use or if sponsoring a non-member's use of the facility. This member is responsible for the security, keys, safety and care of the facility related to the event.
2. Before scheduling an event, you must first check with the church Secretary, making sure the date is open on the official church calendar.
3. Requests are made by completing the 'Church Use Request Form'.
4. The Trustee Team will review and determine approval on all requests received in writing.
5. The Deacon Team is responsible for oversight during the event.
6. The facility must be left in the condition as found, including custodial and room set-up (or face possible forfeiture of deposit for non-member use.)
7. Use of kitchen / sound / AV use must be reviewed and approved prior to use, and all necessary arrangements made by the LWEFC member making the request.
8. Participants are expected to conduct themselves in a manner consistent with respect for the church. No alcoholic beverages, profanity, drugs, gambling, lewd behavior, weapon possession, or illegal activities will be allowed. Smoking allowed outdoors only.
9. If candles are used they must be dripless and in a secure holder.
10. No loose confetti, potpourri, rice, etc., inside the building. (Note: birdseed is preferred in lieu of rice outdoors.)
11. Hours are based on availability and use by other ministries, and generally are as follows:
  - Church and premises must be clear by 10:00 pm Sunday through Thursday, midnight on Friday and Saturday (provisions have to be made for appropriate Sunday morning set-up).
12. Church Fees:
  - Member Use – None, no deposit required.
  - Non-member Use - \$200, plus \$100 refundable deposit.