



St. Luke's Lutheran Church & School

Oakfield, WI

Building Rental Application

Name: _____

Date: _____

Date Requested: _____

Event Start Time: _____

Event End Time: _____

Deposit Amount: _____

Received: Yes No

Type of Activity: _____

Estimated Number of People: _____

Any special needs or concerns: _____

I (We) have read and do understand the St. Luke's Building Rental Item Usages Policy. I (We) agree to follow this policy and accept responsibility for any problems or damage caused by anyone at this event.

Signature: _____ Date: _____

CLEANING CHECKLIST FOR COMMONS AND KITCHEN

- ___ You are Responsible for returning everything to its original condition and location.
- ___ All sinks, drains, appliances, equipment, counters, tables, and chairs are to be left clean and dry.
- ___ Floors are to be swept and damp mopped. (Do not use the same water for both rooms. Use clean water.)
- ___ All garbage cans are to be emptied, the bags removed from the church's property and new bags put in place.
- ___ Take all towels home to be cleaned. Return ASAP.
- ___ Make sure that all appliances and lights are off, and that all doors are locked and pulled tight.
- ___ Make sure that bathrooms and halls are left as clean as found.
- ___ Make sure entrance windows are clean.

Thermostat Instructions: Use the three hour over-ride button on the thermostat. Open the cover. Push the three hour over-ride button. The thermostat should say occupied. If you are leaving before the three hours is over, open the cover. Push the over-ride button again. It should say unoccupied. Close the cover. If you are there more than three hours you have to push over-ride again at the end of the first three hour cycle. This will control both the heat and Air conditioner.

Application accepted by: _____ Date: _____



St. Luke's Lutheran Church & School

Oakfield, WI

Building Rental Policy

1. St. Luke's reserves the right to deny any requests that are incompatible with our religious beliefs. Church and school activities take precedence over any other reservation.
2. Any Event that is designed to make or raise money requires Council approval.
3. The calendar will be in the office. No reservation is to be recorded unless half the total cost of the rental and deposit has been received. Checks are to be made out to the Rental Coordinator.
4. Rental Amount for members are set at the following:

Event	Rental Amount	Security Deposit	Total
Common	\$50.00	\$25.00	\$75.00
Gym	\$50.00	\$25.00	\$75.00
Gym/Common	\$80.00	\$25.00	\$105.00
St. Luke's Member's using the Church for Wedding	\$20.00	\$30.00	\$50.00
W.E.L.S. Member's using the Church for Wedding	\$100.00	\$50.00	\$150.00

5. The full amount is due the day before the event is scheduled.
6. The Rental Coordinator receives \$20.00 fee from the rental amount with the remainder going to the Church's General Fund.
7. Non-members are to make their requests to the church council through the Church Council Secretary and the Council will set the fees for that event, if it is approved.
8. Clean up, if required, will be charged \$12.50 per hour per worker and the Security Deposit will not be returned until the area is deemed to be clean.
9. Cancellation: Full refunds will be provided if necessary for St. Luke's to cancel a reservation. If applicant cancels a reservation, a refund will be dispersed as soon as possible.
10. All persons use these facilities at their own risk. Appropriate first-aid equipment is the responsibility of the renter.
11. There shall be no drinking of alcoholic beverages other than dinner wine. Gambling and the use of tobacco products are prohibited.
12. Any decorations must be pre-approved by the Rental Coordinator. No decorations of any kind may be affixed to wall surfaces.
13. Participants may only use the space they rent, school bathrooms, and school entrance. All other areas are off-limits unless pre-approved by the Rental Coordinator.
14. Telephones are to be used for emergencies only.
15. Keys will be furnished as necessary. No deposit will be refunded until all of the keys are returned.
16. The Rental Coordinator is designated by the Church Council Secretary, and any questions regarding this policy should be directed the Rental Coordinator or the Church Council Secretary.
17. Any use of the Church Sanctuary for a rental event, other than a W.E.L.S. Member wedding, requires Council Approval.
18. All garbage generated by an event must be removed from the Church's property by the renter.

St. Luke's Item Usages Policy

1. Only the Old Wood Tables and Old Metal folding chairs may be removed from the complex.
2. All use of the items must be approved by the Rental Coordinator, signed out and returned in a timely fashion.
3. Church and school activities and Building Rentals take precedence for use of Items on the list.

Committee Responsible: Church Council Secretary

Adopted by the Church Council: 12/21/2006

Last Revised by Church Council: 9/23/2010