

Lutheran Church of Peace Facility use Agreement

Lutheran Church of Peace, a Wisconsin not-for-profit organization, makes their facilities available to groups and organizations for events whenever possible. Preference will be given to church functions and congregational members. The Lutheran Church of Peace reserves the right to refuse use of the buildings to any organizations or person.

TERMS AND CONDITIONS:

- The church office requires information for one or two individual who are the primary contact(s) and is on site during all home school activities. The office must also have a list of all children attending classes and contact information. Please have your school calendar available for the office.
- No children may be on the premises without supervision by a homeschool group adult 18 years or older. Children may not be here before teachers arrive or after teachers have gone for the day. The parent must stay with their child, until a homeschool teacher is here and there must be a homeschool teacher here until every child is gone at the end of classes. Please supervise children and spaces being used at all times. This includes all outside areas, Fellowship Hall, youth library and all hallways that are occupied by students that are not in a classroom.
- Any adjustment to the set time schedule needs to be approved by the church two weeks prior to the date (staying longer or adding a day) due to possible scheduling conflicts. In the event of a funeral or other unforeseen LCOP event, classes will be canceled for that day and you will be notified as soon as possible. We would also like to be informed if there will not be classes or if classes are canceled for the day. You can call the office and leave a voicemail at any time.
- The fee to use the church for the 2020-2021 school year is \$1.25 per child, per week. This must be one check and written to The Lutheran Church of Peace. Payment should be made your first week of class in September.
- The adult library, next to the church office and the youth room are not available for home school use.
- Please refrain from using the Sanctuary wing of the church. This includes the Narthex (lobby) and restrooms off the Narthex without approval.
- If you use the kitchen area, please make sure waste is thrown away and surfaces are wiped down after use and any used dishes be washed. (Children may not ever be alone in the kitchen)
- We ask that you do not carry food or eat throughout the church. Please keep food and eating, to areas your group has agreed upon.
- Make sure library items, nursery items, etc. are put away before leaving for the day. Remind youth and children that others are also using the building while they are here and after.
- Please be respectful of the spaces you are using by wiping up, vacuuming, and emptying garbage bins if there is a considerable amount. Check that lights, fans, and room heaters are turned off after use. Please be aware of others that are using the building and keep noise levels down when others are present.

DAMAGE ASSESSMENT:

- Damage to the church property caused by the occupant, any contractor, any employee of the occupant, or any person attending the event will be charged to the occupant. To maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person (s) to enter or use church property, to remove any church property and to remove any property brought into the church when the rental period is over.
- Any infraction of this agreement may result in denial of further and future use of the church premises, and/or cancellation of this contract.

Lutheran Church of Peace-Platteville, WI
Reoccurring Facilities use Request

To reserve your dates, please turn this form to the church office.

Group Name _____ Group Size _____

Person Responsible (Must be at least 21 years of age) Church Member: Yes No

Contact Full Name: _____ Contact Phone: _____

Address: _____ Email: _____

Day of the week Requesting: _____ Time Requested: _____:_____ until _____:_____

Start date _____ End Date _____

Area requested (Fellowship Hall, Kitchen, class # or specific area):

Purpose and activities: _____

Applicable Fees **per semester** (Due September & January):

Use Fee

Number of children _____ X \$1.25= _____ X Number of weeks = \$ _____

The above named group or organization has read and fully understands the Facility use agreement and is responsible for providing adequate adult supervision at all times. Also, assumes full responsibility for repair and/or replacement of damage to the building and/or its contents. **All church facilities are to remain tobacco, drug and alcohol free. No weapons are permitted.**

Signature _____ Date _____

*Exceptions to the provisions of this policy will be considered on a case by case basis

