

# Zion Lutheran Church

## Building Use Policy

213501 Legacy Street  
Stratford, WI 54484-5908  
(715) 687-4110  
office@zionstratford.org  
<https://zionstratford.org>

All groups using the building will be bound by the following conditions:

1. **ALL** Building usage **MUST** be requested in advance.
  - a. Call the Church Administrative Assistant, at (715) 687-4110 or email her/him at [office@zionstratford.org](mailto:office@zionstratford.org).
  - b. Church office hours are 7:30 a.m. - 1:30 p.m. Monday through Thursday.
  - c. Please do not assume that you have use of the building if you have not called in advance and the usage was confirmed by a church staff person.
  - d. The Church calendar can be found online or on the bulletin board by the office entrance. Check to see if your event is listed.
  - e. If it is not listed on the calendar, please contact the church office. Please note that the calendar is published before the first of each month.
2. Please have respect for the building and property.
3. Building use is limited to the area requested and the restrooms ONLY.
4. **Office area is off limits, including the Conference Room.**
5. Groups are liable for damage resulting from use of congregational property or equipment.
6. Organizations must submit proof of liability insurance. Organizations working with children, youth and vulnerable persons must submit a letter stating that volunteers and staff have completed full background checks.
7. Adult supervision must be provided for all events.
  - a. Children are never to be left in an area by themselves at any time. Children, youth and adults need to remain in the agreed upon designated area.
8. Use of tobacco products, alcoholic beverages and/or illegal drugs is strictly prohibited. No fireworks permitted.
9. All rooms used shall be left in the same condition in which they were found. Zion reserves the right to charge you for any janitorial cleaning if rooms are not left in the same condition as you found them.
  - a. Floors cleaned, any items put away, tables put back where they were, turn off lights, windows closed, etc.
  - b. Vacuum, cleaners, etc. are in the furnace room (off of the kitchen in the Gathering Space).
  - c. Garbage must be removed and emptied in the trash and recycling cans outside of the building. Please replace garbage bags. They can be found in the furnace room.
10. The placement of signs, posters, etc. must be approved by the church office or the pastor.
11. Use of the sound equipment must be arranged in advance. Additional fees may apply.

12. Scheduled events may be altered due to funerals and other unexpected church needs.
13. During Lent (typically mid-February through mid-April) and Advent (Thanksgiving-Christmas), the Family Center and Sanctuary will be unavailable.
14. Church organizations will have priority use of the building.
15. Please advise the church office in a timely manner if you cancel your meeting or event.
16. In all cases, the church staff and congregational council reserve the right to refuse the use of church facilities.
17. NO property or equipment of the church shall be removed from the building without prior approval from the church office.
18. The use of the church facilities for sales of goods or any profit-making event will not be permitted. Exceptions, with Council approval, could be made for education or health and wellness or support group purposes, and will be made on a case by case basis.
19. The YMCA After-School Program has items that belong to this program and are stored in the north storage closet. These items are marked YMCA and are not to be used by others. No exceptions.
20. Zion Lutheran Church is not responsible for lost or stolen property.
21. A member of Zion Lutheran Church is defined as an active member in good standing per the Zion Lutheran Church constitution.

Thank you for your consideration and help in keeping Zion Lutheran Church open to community organizations.

<b>ROOM/SPACE</b>	<b>MEMBER USE FEE</b>	<b>NON-MEMBER USE FEE</b>	<b>NON-PROFIT USE FEE</b>	<b>REFUNDABLE DEPOSIT</b>
Sanctuary	\$25.00	\$150.00	Council Negotiated	\$100.00
Family Center	\$75.00	\$200.00	Council Negotiated	\$100.00
Gathering Room	\$25.00	\$50.00	Council Negotiated	\$50.00
Both Sanctuary & Family Center	\$100.00	\$350.00	Council Negotiated	\$200.00
Family Center & Kitchen	\$100.00	\$300.00	Council Negotiated	\$200.00
<b>TOTAL PAYMENT</b>				

The reservation of the space will not be confirmed until a deposit has been received by both members and non-members of Zion Lutheran. Please make deposits by check or money order, payable to Zion Lutheran Church. Your final payment is due one week (during church office hours) prior to your event or the use of the space will be canceled. Pay by check or money order payable to Zion Lutheran Church.

## Contact Information for Building Use

Name \_\_\_\_\_

Address (include city, state, zip code) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Event Purpose \_\_\_\_\_

Event Date \_\_\_\_\_ Event Start/End Time \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

**I have read and understand the conditions outlined above for the use of the Zion Lutheran Church building.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Church Staff or Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete the form with the Deposit to:  
Zion Lutheran Church,  
213501 Legacy Street, Stratford, WI 54484-5908.**