

# Lake Wisconsin Evangelical Free Church

## Policy for Use of Church Facilities

1. The Trustee Team will review and approve requests as received in writing and per established guidelines. The Elder Team may review and approve requests for weddings of non-members. The Deacon Team is responsible for oversight of the use of church facilities.
2. Requests must be made by a member of LWEFC, whether for their use or if sponsoring a non-member's use of the facilities. This member is responsible for the security/keys, safety, and care of the facility and persons related to the event.
3. 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)
4. Use of kitchen / sound / AV use must be reviewed prior to use, and arranged by event planner.
5. Participants are expected to conduct themselves in a manner consistent with respect for the church. Please no alcoholic beverages, profanity, drugs, gambling, lewd behavior, weapon possession, or illegal activities. Smoking allowed outdoors only.
6. If candles are used they must be dripleless and in a secure holder.
7. No loose confetti, potpourri, rice, etc inside the building. (note: birdseed is preferred in lieu of rice outdoors)
8. 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 9:00 pm on Saturday (or Midnight if provisions have been made to set-up for Sunday church activities).
9. Church Fees:  
Member Use – None, no deposit  
Non-member Use - \$200, plus \$100 refundable deposit