

Agreement For The Use Of Immanuel Facilities
(Non-Immanuel Organizations)

Immanuel Lutheran Church
630 Adams At Seventh
Wausau, Wisconsin 54403
715-842-3644

Groups That May Use The Facilities: Groups must be non-profit, non-partisan and those which have objectives of: character building, educational (including religious), community and/or group improvement (including health).

Church Calendar: Groups desiring the use of facilities are encouraged to plan their dates in advance, as requests will be recorded by the church secretary and honored on a first come-first serve basis.

Responsibilities Of Guest Groups Using Facilities:

1. Make arrangements with the church secretary (or custodian) regarding the opening and locking of the church building(s).
2. Unless otherwise directed by the secretary or custodian, all lights are to be turned off; windows **locked**; all appliances cleaned and turned off; any dishes and the like that were used are to be washed, dried and returned to their proper places; stove, counter tops, etc. are to be left clean, and any refuse and garbage is to be placed in the proper containers. If so directed, **all** doors must be **locked** and **shut tight**.
3. Any furniture moved and/or set up shall be returned to their original locations.
4. **Smoking is not allowed in the building.**
5. The guest group shall be financially responsible for any damages that they cause.
6. Adult (21 years or older) leadership must be provided for youth groups.
7. The guest group shall notify the church secretary as soon as possible in advance, in the event that they decided not to use the facilities as per agreement.
8. In the event that a member of the guest group (or their children and/or charges) is hurt, a brief written report should be left in the church office. If a doctor or ambulance is required, the expense is the responsibility of the group or individual.
9. No alcoholic beverages nor hallucinatory drugs may be served nor used in or on church property.
10. The grounds nor facilities may not be used to earn money for the guest group.
11. Guests are to use only those facilities specifically reserved for their usage, and are asked not to wander about the buildings; if a tour is desired, arrangements for this purpose are to be made at the time of the request to use the facilities.
12. \$_____ will be charged for the use of the facilities.
13. The church reserves the right to terminate the agreement at any time after when it appears that the guest group has not been cooperative in meeting its responsibilities.

14. Finally, the maximum period of an agreement for the use of the facilities is one year; it may be renewed, with or without revision(s), for additional periods not to exceed one year, upon mutual agreement between the church and the guest group.
15. The church may require group to have proof of insurance coverage.

Completing The "Application For Use Of Immanuel Facilities": Complete the first full section of the application (down to the "Approval Section") and submit to the Church Office for approval. Your group will obtain a written answer via the completion of the "Approval Section" of the application. Upon completion of your use of the facilities, the "Follow-up Section" will be completed and your group will receive a copy.

Application For Use Of Immanuel Facilities
(By Non-Immanuel Groups)
Immanuel Lutheran Church
630 Adams At Seventh Street
Wausau, Wisconsin 54403
715-842-3644

Check One
____ Profit
____ Non-Profit

Name of Group _____ Date of Application _____

Purpose of Group _____

Official Address of Group _____
(Number and Street) (Community)

Name of Contact Person(s) _____ Phone(s) _____

Rooms Requested (be specific) _____

When Needed: Day of Week _____ Date(s) _____ Year _____
Time: From _____ to _____

Approximate number of people using facilities: Under 18 _____ 18 and Over _____

Name(s) of adult leader(s) to be present during use; it is recommended one be a member of the congregation if at all possible:

Does group have liability insurance coverage? ___yes ___no Amount _____

On behalf of the above-named group, we understand and agree to abide by the conditions as enumerated in the "Agreement For The Use of Immanuel Facilities."

Signed _____
(Responsible Officer) (Office Held) (Telephone) (Date)

**For Church Use Only
Approval Section**

Council
President _____ Date _____

Property Chair _____ Date _____

Qualifications or Additional Notes

Posted to Master Church Calendar by

(Secretary) (Date)

FOLLOW UP SECTION

The guest group conducted themselves in such a manner as to warrant continued use of the facilities except as noted below: (to be noted by property chair, custodian, pastor, etc.)

Reported by:

(Signature) (Position) (Date)

A charge of \$_____ is to be made to the guest group in order to compensate for the:

- _____ replacement of
- _____ repair of
- _____ cleaning of

Until payment of the above is received, the above-signed agreement for usage of Immanuel facilities is null and void.

Payment of \$_____ received on _____; permission is granted to:
(date)

- _____ continue agreement
- _____ discontinue agreement temporarily until further discussion can determine a just decision, or
- _____ agreement is terminated

Signed:

(Council President) (Chair, Properties Committee) (Date)

DISTRIBUTION:

- _____ Guest Group
- _____ Church Secretary
- _____ Pastor
- _____ Custodian
- _____ Council President
- _____ Property Chair