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## POLICY & PROCEDURE: FACILITY USE

### Policy

It is the policy of the Sheboygan Evangelical Free Church to allow the safe use of its facilities for activities that honor God.

### Procedure

1. For all meetings or simple activities using only one (1) room for a short period on one (1) day, a Meeting/Practice Request (Form G201-2) must be submitted and approved by the Scheduler. A confirmation will be sent when the function has been approved, usually within two (2) days.
2. For all other activities (multi-room or multi-day events, whether sponsored by SEFC or another church/organization) an Event Request (Form G201-1), must be submitted and approved by the Church Administrator. Previously-reserved functions generally take precedence. The Scheduler will send a confirmation when function has been added to the calendar.

### Activities

1. Approved activities include church ministry events, funerals, weddings, community informational meetings, quiz meets, family gatherings, etc.
2. Unapproved activities include games of chance, non-SEFC fundraisers, activities by organizations whose theology conflicts with SEFC, or other functions not approved by other church policies.
3. Activities on Saturday MUST conclude by 9:00 pm to allow for custodial cleanup/set-up prior to Sunday services. Special outreach activities may be granted an extension if there is custodial/tech support.

### Available Facilities

1. Auditorium/Sanctuary (Street Level)
  - Concert-quality sound system (for use by approved technician only)
  - Grand piano and organ
  - Video projection equipment and screen (for use by approved technician only)
  - Stage lighting (for use by approved technician only)
  - Capacity: 380 persons - Pew seating  
635 persons - Pews plus padded chairs in side and rear aisles; 3'6" minimum aisle width required between seating sections
2. MPR/Gym (Street Level)
  - Concert-quality sound system (for use by approved technician only)
  - Projection system with large wall projection space
  - Capacity: 400 people - Theatre-style seating (padded chairs) w/ full stage, tech media booth  
344 people - Banquet rounds of 8 (folding chairs), small platform stage
3. Kitchen (Street Level) See Kitchen Use Guidelines, D1201-8
  - 2 commercial fridges and upright freezer.
  - Integrated coffee brewing system w/ gallon and half-gallon airpots
  - Commercial double oven, stovetop, warming cabinet
  - Small appliances, i.e. heavy-duty stand mixer, Nescos,
  - Dishes and tableware for 200 people
  - Large-capacity cookware, serving dishes, hot and cold carafes, pitchers
  - Commercial dishwasher, commercial sinks
  - Serving carts w/ bus tubs
4. Kitchen (Lower Level)
  - Limited supply of cookware, utensils, dishes, tableware, etc available
  - Small commercial dishwasher, residential fridge, 2 electric residential stoves
5. North Fellowship Hall (Lower Level)
  - Round tables with folding chairs, dry erase board and markers
  - Capacity: 64

6. South Fellowship Hall (Lower Level)
  - Round tables with folding chairs, screen, dry erase board and markers
  - Capacity: 56
7. Fireside Room (Lower Level)
  - Gas fireplace
  - Family room style furniture
  - Capacity: 20 on upholstered furniture only  
40 with folding chairs added
8. Library (Street Level)
  - Conference table and chairs for 14
  - Dry erase board and markers
9. Room 110 (Street Level)
  - Conference table and chairs for 8
  - Dry erase board and markers
10. Meeting Rooms (Street/Lower Levels)
  - Tables, folding chairs, chalk or dry erase boards
  - Capacities: vary from 12-50
11. Elevator
  - Operations keys are attached inside the elevator and at both entry/exits doorways.

**Safety/Facility Care Guidelines**

1. At least one (1) adult must be designated as "in charge" during any activity; that person shall remain "on duty" during the entire length of the activity
2. For events with children, at least one (1) supervising adult required per ten (10) children; children are permitted only in rooms reserved by organization; running is permitted ONLY in the Gym
3. Shoes with non-slip or rubberized soles must be worn when playing sports on Gym floor.
4. Food/refreshments permitted as needed for ministry in all rooms, lobbies, etc. See Kitchen Use Guidelines (D1201-8) for complete details.
5. Use of alcohol or illegal drugs is forbidden on church property. Smoking allowed outdoors, but an additional custodial fee will be charged for clean-up.
6. No feet allowed on pews or other furniture, painted walls, etc.
7. Staples or "poster putty" only may be used to hang materials on dry walled, painted walls.
8. All painting/staining (stage props, decorations, furniture, etc.) must be confined to the N. Fellowship Hall or Maintenance Room; brushes or rollers ONLY may be used – no spray painting permitted.
9. No throwing objects against inside or outside walls.
10. No climbing on church property or the church building.
11. No vehicles, bicycles, scooters, etc. allowed inside the church building.
12. No open flames within the church unless contained within "drip cups" or hurricane glass. Drip-less candles only may be used.

**Incident Report**

1. An Incident Report form (G204) must be completed and submitted promptly to the church office by the person in charge if any of the following occurs:
2. Property Damage - If damage is caused intentionally, those responsible will be required to leave church premises. Repair/replacement costs are considered incremental to the rental fee.
3. Personal Injury - The person in charge shall arrange for medical aid and/or transportation to a hospital in the event of personal injury. Medical, transportation and other related costs are considered incremental to the rental fee.