
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 uniting families and friends in Christian love.

Procedure

1. For any program or event, whether an outside organization or ministry of the church, a Program/Event Use Form/G201-1 must be submitted and approved by the Church Administrator. Previously-reserved functions generally take precedence. Church office will verify deposit and log all request forms. Request will be confirmed when function has been added to the calendar.
2. For all meetings or practices, a Meeting/Practice Room Request Form/G201-2 must be submitted and approved by the Scheduler. A confirmation form will be sent within 48 hours.

Activities

1. Approved activities include banquets, funerals, sports or exercise ministries, weddings, meetings, quiz meets, music festivals, etc.
2. Unapproved activities include bingo, other games of chance, activities with admission fees or "for profit", non-church fund-raisers, or other functions not approved by Deacon Board.
3. Activities on Saturday MUST conclude by 9:00 pm to allow for custodial cleanup prior to Sunday services. Special outreach activities may be granted an extension if there is custodial support.

Available Facilities

1. Auditorium/Sanctuary (Street Level)
 - Concert-quality sound system (for use by approved technician only).
 - Piano and organ
 - Video projection equipment and screen (for use by approved technician only).
 - Stage lighting (for use by approved technician only).
 - Capacity: 380 person - Pew seating
635 person - Pews plus chairs in side and rear aisles; 3'6" minimum aisle width required between sections of pews.
2. Gym (Street Level) Primarily not available during summer months.
 - Men/women restrooms.
 - Sporting equipment (basketball hoops/balls, volleyball nets/balls, etc.).
 - Carpeted floor with integrated basketball court lines.
 - Capacity: 600 person - Theatre-style seating, with stage
344 people - Banquet rounds of 8, with platform
3. Kitchen (Street Level)
 - Appliances for use only by trained adults.
 - No children (under age 12) are allowed in kitchen.
 - Leftover food, including opened packages, must be removed immediately.
 - Cleanup must include emptying garbage disposal, draining water from dishwasher, sweeping floors, cleaning sinks and countertops, washing and storing dishes, pans, utensils in their original locations, or other steps to restore the facility to its previous condition.
 - Used towels and dishcloths must be placed in designated container.
4. Kitchen (Lower Level)
 - Limited supply of equipment, utensils, china, silverware, etc available.
 - Same guidelines apply as for upstairs Kitchen.

5. North Fellowship Hall (Lower Level)
 - Round tables with folding chairs, dry erase board available.
 - Capacity: 64
6. South Fellowship Hall (Lower Level)
 - Round tables with folding chairs, screen, dry erase board available
 - Capacity: 56
7. Fireside Room (Lower Level)
 - Gas fireplace
 - Family room style furniture
 - Capacity: 20 on sofas and recliners only
40 with additional folding chairs
8. Library (Street Level)
 - Conference table and chairs for 14
 - White board and markers
9. Room 110 (Street Level)
 - Conference table and chairs for 8
 - White board and markers
10. Meeting Rooms (Street/Lower Levels)
 - Tables, folding chairs, chalk or whiteboards
 - Capacities: vary from 12-50

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 course 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 on Gym floor, no bare feet.
4. Food/refreshments permitted only in Gym, Fellowship Hall, Fireside Room, Offices and uncarpeted meeting rooms. 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 only may be used for hanging materials on painted walls.
8. No painting within the church except for stage props/decorations, and then only in the N. Fellowship Hall using a brush or roller....no spray painting permitted.
9. No throwing of balls or other objects against inside or outside walls.
10. No climbing on church property, including brick pillars, signs, etc.
11. No vehicles or other wheeled transportation devices within the church building.
12. No open flames within the church unless contained within "drip cups" or hurricane glass, and extinguished immediately following event. Exception: weddings, holiday worship services with close supervision. ONLY drip less candles 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.