

**POLICY STATEMENT FOR THE USE OF BUILDING AND FACILITIES
OF THE STURGEON BAY MORAVIAN CHURCH
BY NON-MEMBER GROUPS AND ORGANIZATIONS**

STATEMENT OF PURPOSE: The building and facilities of our church are generally made available for periodic or on-going meetings of non-profit organizations whose philosophy and purpose are mutually consistent with those of the Sturgeon Bay Moravian Church.

- (1) Groups and organizations wishing to reserve space should contact the Church Office to receive and review this list of policies and expectations, clear the date(s) within the church calendar, and fill out a “Building Use Agreement” Form.
- (2) One person will be designated as the individual “on-site” (in attendance), who will be responsible for the group and available to be contacted by the Church Office when necessary.
- (3) When children are to be present, it is the group’s responsibility to provide childcare and supervision at all times while using the building. The Sturgeon Bay Moravian Church will not be responsible for injury to unsupervised children.
- (4) When the group or organization is outside the church membership, a contribution to the utilities and custodial services is expected.
- (5) Each group/organization is expected to clean the area used (cleaning up spills, picking up wastepaper), returning equipment and furniture to the positions in which it was found (unless otherwise directed), turn out all lights, and lock the door used for entrance and exit.
- (6) In some cases, the Church Office may issue a key to the person responsible for the group; it is understood that this key is not to be duplicated, and is to be returned to the Church Office when the group is no longer using the building. There will be a replacement charge when the key is lost.
- (7) Alcoholic beverages are not permitted within the church building and are not to be consumed on the church grounds. This includes the lawn area, parking lot, scout hut and surrounding grounds.
- (8) A No Smoking policy is in effect for the entire church building.
- (9) Damage or breakage incurred while using the building should be reported to the Church Office immediately; any problems with the facilities should also be reported.

- (10) Any change in the group's schedule or plans from those which appear on the Building Use Agreement Form should be reported to the Church Office well in advance of the change.
- (11) There may be an infrequent occasion, such as a funeral, in which the congregation will need the entire facility, requiring the group to adjust its meeting schedule. Our Church Office will inform the contact person as soon as possible so that other arrangements may be made.
- (12) It is understood that the group or organization is to use only the areas designated on the Building Use Agreement Form. Other equipment such as coffee pots, newsprint easels, A/V equipment, etc., is not to be used unless cleared with the Church Office. Each group should furnish its own coffee/tea, napkins, cups, cream, supplies, towels, placemats and table service.

If there are any questions regarding this Policy Statement, please contact the Church Office at 743.6218 between 8:00 a.m. and 3:00 p.m. weekdays.
