

ST. JOHN'S LUTHERAN CHURCH
B3750 State Hwy 13, Spencer, WI 54479
Phone: 715-659-5158
Email: sjloffice@frontier.com

All groups wishing to use the church facilities will agree to and be bound by the following conditions:

1. Building use is limited to the area requested and the restrooms.
2. Groups are liable and expected to pay for any damage resulting from use of the building, property or equipment. The replacement and/or repair costs will be determined by St. John's Administration.
3. Groups shall indemnify St. John's Lutheran Church from any and all liability for damage to any person or persons whomever caused or claimed to be caused for any reason while using the St. John's Lutheran Church premises.
4. Adult supervision will be provided during the entire time the facility is used.
5. Use of tobacco products, alcoholic beverages and/or illegal drugs is strictly prohibited on St. John's Lutheran Church Property.
6. All rooms used, including restrooms, shall be left in the same condition and arrangement in which they were found. If serving food in fellowship hall, vacuum and empty garbage.
7. The placement of signs, posters, etc must be approved by the church office.
8. Use of any equipment (sound system, TV/VCR/DVD, etc) must be arranged in advance.
9. Scheduled events may be altered due to funerals and other unexpected church needs.
10. Church organizations and functions will have priority for use of the building.
11. Please advise the church office in a timely manner if you cancel your meeting/event.
12. In all cases, the church staff and congregational council reserve the right to refuse the use of church facilities.

Date(s) of requested use _____

Hours of use _____

Room(s) requested _____ Anticipated attendance _____

Name of organization _____

Name of contact person _____

Mailing address _____

Phone number work: _____ home: _____

Email: _____

Name of second contact person: _____

Mailing address _____

Email: _____

Phone number work: _____ home: _____

Signature _____ Date _____

Fees for the Use of the Church Building

Chapel seating capacity is 180

Fellowship Hall seating is 160, with overflow area seating may accommodate up to 200

MEMBERS (as defined by the church constitution):

Weddings:

Service and use of Chapel: \$200 (covers additional costs of custodian, utilities, sound system and building upkeep)

Fellowship Hall for receptions: \$50 (covers additional utility cost and building upkeep)

Funerals:

Facility: no charge

Meals: Families will need to arrange for food to be brought in by a licensed caterer.

Anniversaries, parties and other use:

The church facilities may be available for use for other events. All requests shall be made to the church office for approval.

Recommended: \$50 donation per day includes custodian, cost of utilities and building upkeep.

NONMEMBERS FEES:

Weddings:

Service and use of chapel: \$425 (covers additional costs of custodian, utilities, sound system and building upkeep)

Fellowship Hall for Receptions: \$200 (Food served must be provided by a licensed caterer.)

Funerals:

Funerals in the church building for non-members will be at the discretion of the pastor.

Meal: Families will need to arrange for food to be brought in by a licensed caterer.

Anniversaries, parties and other use:

The church facilities may be available for use for other events. All requests shall be made to the church office and approved by the Congregation Council.

Fee: \$200 per day includes custodian, cost of utilities and building upkeep

No dishes, glassware, silverware or any other kitchen equipment will be loaned out.

No tables or chairs will be loaned out for private parties with the exception of the old wooden tables and chairs in the garage.