

DAVID'S STAR EV. LUTHERAN CHURCH & SCHOOL

FACILITY USE POLICY

SMOKE FREE ENVIRONMENT*

David's Star Evangelical Lutheran School shall be a smoke-free environment. Smoking and use of tobacco products will not be allowed within the building or on the campus of David's Star Evangelical Lutheran School at any time because of the possible effects of second-hand smoke and the damage that the smoke can cause to the circuit boards of various electronic equipment and computers throughout the school.

USE OF SCHOOL BUILDING*

1. Any group or organization of David's Star Lutheran Church has the privilege of using the gym as long as it is willing to follow the rules listed in this policy.
 - a. Children's groups (a group comprised of children and/or teenagers under age 18) must be accompanied by a responsible adult chaperone that must remain with and be in control of the group at all times.
 - b. **The chaperone must be age 18 or older and a high school graduate.** The chaperone assumes responsibility for the group.
 - c. There must be one chaperone for every 15 individuals in the group.
 - d. Groups made up of members from David's Star Lutheran Church will be permitted use of the gym at no financial cost.
2. Other WELS or ELS organizations/congregations
 - a. They must abide by the same rules and policies that members of David's Star would follow.
 - b. They must schedule the use of the gym or other facilities through the Athletic Director and Office.
 - c. Other WELS/ELS groups will be able to use the gym or other facilities at no cost, but a donation for the cost of utilities would be appreciated.
3. Non WELS/ELS groups
 - a. In order to use the gym or other facilities on the David's Star campus, the non- WELS/ELS group must have at least one member of David's Star as part of their organization. That person will be in charge of contacting David's Star for scheduling, be in charge of the event, and responsible for the clean up after the event is over.
 - b. Non WELS/ELS must obtain prior approval from the Athletic Director. The following conditions must also be met before the gym can be used:
 1. A refundable security deposit of \$50.00 must be made to the David's Star Evangelical Lutheran School Office prior to use of the gym.
 2. A certificate of insurance from the groups that carry insurance must be delivered to the David's Star Evangelical Lutheran School Office.
 3. The group will be charged \$50.00/session (a session being in length up to 3 hours) plus an additional \$25.00/hour after the initial session for use of the gym. Payment is due upon completion of gym use. The group is responsible for clean-up of the gym. The security deposit or a portion of it will be returned upon inspection of the gym facilities by the Athletic Director.
 4. Multiple use rates can be negotiated through the Athletic Director and approved by the Principal and processed through the Board of Elementary Education.
 5. When it becomes necessary for the church to use the space that a non-WELS/ELS group previously scheduled, the church may preempt the use of the facility.

PROCEDURES TO OBTAIN USE OF FACILITIES*

1. The request will be presented to the Athletic Director to check on the gymnasium's availability.
2. The request will be confirmed or denied and persons requiring permission will be notified. If confirmed, the reservation will be posted on the office calendar.
3. The school office will issue a key, if necessary, to the person in charge. This person is then responsible for his or her group and is expected to follow the following guidelines:
 - a. Remain in the building at all times.
 - b. Check the building after use.
 - c. Turn off gymnasium lights.
 - d. Check and turn off all locker room lights, including the lights in the inner bathrooms in locker room.
 - e. Turn off all hallway lights.
 - f. Make sure all emergency exits and outside doors are locked.
 - g. Report any damages or injuries to the David's Star Lutheran School office through the Athletic Director.
 - h. Groups and/or individuals will be held financially responsible for damages.
 - i. Leave the key in a designated area at the school.
 - j. Complete any clean up that is necessary.

GENERAL RULES FOR GYM USAGE*

1. The gym will be available on a first-come, first-serve basis to members or groups of David's Star Lutheran Church.
2. The groups may use the gym and locker room facilities. The rest of the school is off limits.
3. The use of the scoreboard requires special permission.
4. All participants must have gym shoes.
5. There is absolutely no hanging on the basketball rims because they are not break-away rims.
6. Groups and/or individuals will be held financially responsible for damages.
7. Christian conduct and language is expected at all times, for all participants.
8. Infractions of rules will result in loss of gym use privileges.

Reviewed and Approved by Church Council October 9, 2018

DAVID'S STAR EV. LUTHERAN CHURCH & SCHOOL
2740 David's Star Drive, Jackson, WI 53037
262-677-2412

APPLICATION AND AGREEMENT
Facilities Usage

Date of Application: _____

Date of Event: _____

Name of Organization

Time of Event: _____
From _____ To _____

Person Responsible

Purpose for which facilities will be used

Address: _____
Street

City Zip

Date(s) Time(s) of set-up and/or rehearsal

Phone: _____

Email: _____

Set-up requirements and equipment needed: _____

Custodian services needed: _____

Damage/Liability Waiver

The undersigned applicants agree to abide by all rules and regulations adopted by the Church Council and School Board governing the use of buildings and to see that the same are carried out and obeyed by others, said rules and regulations being made a part and portion/hereof by reference to assume responsibility for and to make good any damage done to the building or equipment during the period of rental; to indemnify and to forever save harmless David's Star Ev. Lutheran Church & School and its officers, agents, and employees from any and all claims whatsoever kind, nature or description arising out of the use of any of the school facilities controlled by said Boards, pursuant to the foregoing application or any modification thereof.

Policy

The policy that is set up for the use of the gym must be followed. (See attached Facility Usage Policy form for instructions or go to davidstar.org/Facilities Usage Instructions & Form.)

Donation

We ask that you thoughtfully make a donation to the church for the use of electricity and cleanup. Please make the check payable to: **David's Star Lutheran Church** and mail it to:

David's Star Lutheran School
Attn: School Principal
2750 David's Star Drive
Jackson, WI 53037

Signature of Responsible Person: _____

Date: _____

David's Star Approval: _____

Date: _____