

Emanuel Church, Hales Corners  
10627 W Forest Home Avenue  
Hales Corners, WI 53130-2058  
(414) 425-1515

### **Building Use Policy** (effective 06/2015)

It is the policy of Emanuel Church, Hales Corners to allow individuals or groups to use the building at such times that do not interfere with the business of the church. Unless approved by Parks Edge Preschool, use of the building does not include areas that are occupied by Parks Edge preschool.

A *Building Use Request Form* must be completed at least 45 days prior to the requested dates of usage. The Board of Trustees and Executive Council must approve the Request Form.

A \$50.00 fee will be assessed for use of Emanuel's facility for all events where beer and wine are **not** sold. In addition, Emanuel Church charges a mandatory \$50.00 fee to groups using the church for a public event and expecting more than 50 people in attendance. This does not include weddings or funerals. The fee will cover the cost of a Building Event Support Person who will handle all systems of the church (lights, doors, temperature, etc.). Please contact the church office to obtain the name of the Building Event Support Person who will be handling your event. A \$300.00 fee will be assessed for use of Emanuel's facility for all events where beer and wine are sold. A separate check for \$125.00 will be held as a deposit for janitorial services. This check will be returned to you if the facility is returned to the condition it was in when you arrived. Members of Emanuel Church will be granted free use of the facility once each year.

When using a room in the building, the following guidelines must be followed:

1. Leave the room in the same condition as it was when you arrived. This includes returning tables and chairs to their approximate previous arrangement and damp mopping the kitchen floor if the kitchen area was used for the event.
2. Clean up the room and take the garbage out to the dumpster.
3. Nothing should be affixed to the walls or ceilings, unless prior approval has been received.
4. Alcohol shall not be served or consumed in the building or on any of the church properties unless specific approval is given by the Executive Council, and such approval will only be considered for beer and wine. No smoking is permitted anywhere in the building.
5. Turn off all lights and lock all doors when leaving.

Thanks you for your cooperation. If you have any questions, please contact the church office at 414-425-1515.

Adopted: 5/2015

## Emanuel Church, Hales Corners Building Use Request Form

Name of person/organization making the request: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of the function to be conducted: \_\_\_\_\_

Date(s) building is required: \_\_\_\_\_

Time that the function will begin: \_\_\_\_\_ and end: \_\_\_\_\_

Rooms requested:

- Sanctuary
- Narthex
- Kurth Hall
- Kitchen
- Preschool Area
- Outdoor Chapel
- Other: \_\_\_\_\_

Estimated number of people that will be attending: \_\_\_\_\_

Will beer and/or wine be served at the event: Yes \_\_\_\_\_, No \_\_\_\_\_

If yes, please fill out the Building Use Form Addendum for Beer and Wine

Will beer and/or wine be sold at the event: Yes \_\_\_\_\_, No \_\_\_\_\_

If yes, please fill out the Building Use Form Addendum for Beer and Wine

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Emanuel Church, Hales Corners  
Building Use Request Form Addendum  
For Beer and Wine

The service and consumption of alcohol other than beer and wine is not permitted at any time in the buildings or on the grounds of Emanuel Church.

If beer and/or wine are to be served:

Why do you want to have beer or wine at this event? \_\_\_\_\_

Will the attendance at the event be limited to invitees only? \_\_\_\_ Yes \_\_\_\_ No

How many glasses of beer or wine per adult (over 21) do plan/expect to serve?  
\_\_\_\_\_

Who will be responsible to control the service and use of beer or wine?

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

The responsible person listed above must ensure that the event complies with all state laws and local ordinances regarding the sale of beer and/or wine.

BYOB (Bring Your Own Bottle) is not permitted.

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**If beer and/or wine are to be sold, please fill out the section above, plus:**

The responsible person listed above must apply for and receive a permit to sell beer and/or wine from the Village of Hales Corners, and a copy of that permit must be given to the church office prior to the event.

It is recommended that a duly licensed caterer be utilized to sell and serve the beer and wine. Will a licensed caterer be used for this event? \_\_\_\_ Yes \_\_\_\_ No

If Yes, who will the caterer be? \_\_\_\_\_

If a licensed caterer will not be used, then please note that the following rules apply:

1. The responsible person listed above must identify the volunteers who are to perform the separate functions of "cashier/identification" and "server". The volunteers must be at least 21 years of age.
2. Persons under the age of 21 must not be allowed to serve, deliver, stock or tap the beer or wine.

3. You must post a sign that reads: *No person born after Day/Month/Year may purchase alcoholic beverages.*
4. You must sell tickets for individual drinks, not to exceed two tickets per person.
5. Cashiers must check photo identification of each person to verify age prior to the sale of any tickets.
6. Each eligible guest shall receive a wrist bracelet attached by the cashier or a suitable durable ink stamp. The bracelets or stamp shall be carefully secured to prevent misuse.
7. No server shall serve beer or wine to a person not bearing a bracelet or stamp.
8. No server shall accept cash in payment for beverages, only tickets.
9. No guest will be served more than one drink in exchange for one ticket at one time.
10. Servers shall have absolute authority to refuse service to a person that they believe to be intoxicated.

Should any guest become intoxicated during the event, the responsible person listed above must arrange for safe transportation home of that guest.

**Should any guest become intoxicated during the event, the responsible person listed above must arrange for safe transportation home of that guest. Further, the requesting party or group and the responsible person listed above hereby agree to indemnify and hold harmless Emanuel Church against any and all liabilities that may result from the sale of beer or wine at the event for which the Building Usage is being requested.**

Accepted by: \_\_\_\_\_ (Responsible Person for the Event)

Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

Adopted: 3/2013