

Spider Lake Church Building Use Agreement

Please mark which church building you would like to use:

- ➔ Spider Lake Campus, 12104N Lower Twin Lake Rd, Hayward, WI 715-462-9116
- ➔ Main Street Campus, 10601 Main St, Hayward, WI 715-634-2804
- ➔ Youth Center, 11255N State Hwy 77, Hayward, WI 715-699-1004

Your contact information:

Print Name(s) _____

Address _____ City, State, Zip _____

Phone _____ Email _____

Date you plan to use the facility (on these dates): _____

Mark which parts of the church you would like to use:

- Sanctuary
- Fellowship Hall
- Kitchen
- Cleaning Fee enclosed \$_____ (see details on page 2)

Signature(s) of the Applicant(s) _____

By signing this agreement to use the Spider Lake Church facilities, I (We) hereby waive any and all claims for personal injury and damages which may be made in connection with the use of the Church facilities. Further, I (We) agree to be responsible for any and all property damage occurring during the use of these facilities. I (We) will furnish all utensils we will need for this event (including knives, forks, spoons, plates, cups, napkins serving utensils). The signature(s) above guarantee(s) that the Building Use Policy has been read and understood, and will be observed. (PLEASE SIGN AND RETURN A COPY WITH THE APPROPRIATE FEE TO: Spider Lake Church, PO Box 695, Hayward, WI 54843.)

Building Use Policy

In the name of Jesus, we welcome you to our place of worship and community. We pray your time here is a blessing. Because this is a home of prayer for us, you can understand that we are concerned about everyone's behavior and respect.

A. Seating Capacity – the SLC Sanctuary holds 150, maximum. The SLC Fellowship Hall seats about 100 at tables. Exits and aisles may never be blocked by tables, chairs decorations, etc. Main Street Sanctuary holds 140, Fellowship Hall seats 60. Youth Center seats 60.

B. Flowers, decorations and candles – guests are welcome to bring additional candles, flowers etc. Open flames among congregation are prohibited by FIRE LAWS. Only ribbon and string may be used to attach decorations and flowers. No tacks, tape, putty, nails, glue or etc. Before re-arranging anything in the Church or Fellowship Hall, please take pictures and return EVERYTHING to it's original place when done.

(over)

4/16/2025

- C. Alcohol, tobacco or drug use are not permitted. Any and all who appear to be impaired by the influence of drugs or alcohol or who drink while in the Church or Fellowship Hall will be asked to leave.
- D. If you would like to use the equipment in our Sound Booth, you must hire a Spider Lake Church Sound Booth operator to run the Sound Booth. No one, other than an official Sound Booth operator may use any of the equipment in the Sound Booth. An additional charge of \$100 to hire a Sound Booth operator will be required.
- E. For various reasons, it is not allowed to throw rice, bird seed, confetti or any kind of sprinkles.
- F. All who use the facilities, including Church Members, are expected to clean up after themselves; clean tables, kitchen, under pews and so on. Hall and Kitchen fees **do not** include use of dishes, utensils, or any other property of the Church. **As previously stated, you will need to furnish your own dishes, utensils, coffee, coffee cups etc.**
- G. Fees: due within 30 days of your event, enclosed with signed agreement. In the event of change of plans, cancellation notice should be given as soon as possible by calling 715-634-2804 and leaving a detailed message. If adequate notice is given, all fees will be returned. Departure from the building will be no later than 11 PM on the assigned date.

NON-MEMBER Fees:

Fellowship Hall/Kitchen use: \$175.00 (cleaning fee)

Sanctuary use: \$175.00 (cleaning fee)

If a minister other than ours is used, there is an additional fee of \$50.00 for someone to be in attendance during the ceremony. If rehearsal is required, then additional fee of \$50.00 is required.

There is a \$50.00 DEPOSIT for cleaning required at the time of booking your event.

- | | | | |
|--|----------|---|----------|
| <input type="checkbox"/> Fellowship Hall/Kitchen use: | \$175.00 | <input type="checkbox"/> Other minister fee (for rehearsal) | \$ 50.00 |
| <input type="checkbox"/> Sanctuary use: | \$175.00 | <input type="checkbox"/> Sound Booth Operator | \$100.00 |
| <input type="checkbox"/> Other minister fee (one time) | \$ 50.00 | | |

Total: _____

SPIDER LAKE CHURCH MEMBER Fees:

- | | | | |
|--|----------|---|----------|
| <input type="checkbox"/> Fellowship Hall/Kitchen use: | \$150.00 | <input type="checkbox"/> Other minister fee (for rehearsal) | \$ 50.00 |
| <input type="checkbox"/> Sanctuary use: | \$150.00 | <input type="checkbox"/> Sound Booth Operator | \$100.00 |
| <input type="checkbox"/> Other minister fee (one time) | \$ 50.00 | | |

Total: _____

User initial _____ Church initial _____ Date: _____