



W6016 County Road W | Holmen, WI 54636 |  
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## BUILDING USE POLICY

Halfway Creek Lutheran Church welcomes the use of its facilities by members and other groups who support the mission of the congregation, “Reaching Out to Share Christ with all.” The building, equipment, furnishings and supplies are the property of the congregation, and their use needs prior approval, coordinated through the office staff.

### Scheduling Dates

Space may be tentatively scheduled 18 months in advance and confirmed 90 days in advance. ( Member funerals will receive priority.) Group Applications for Annual Building Use can be submitted on May 1 for the following program year (Sept – May).

### All fees are due at time of booking

**Wedding & Funeral Costs – see separate policy.**

### Janitorial and AV Needs:

Any extra janitorial services after the premises are vacated will be charged at \$35 per hour and billed to the responsible party. If AV equipment is needed, a Tech Team charge of \$35 per hour will be the responsibility of the party.

Sanctuary/Narthex	Seating capacity is 150 in sanctuary and 100 in narthex. All is air conditioned (windows do not open). There is a piano and organ available. With Vision Board pre-approved permission, communion railing may be moved, but must be returned to original position and done so under supervision of a designated church representative. Audio/Visual equipment is available, but will be operated by a “tech team” member only for a fee of \$35/hour.
Fellowship Hall	Seating capacity is 96 using round tables and 140 using rectangular tables. Maximum seating capacity for the room without tables is 175. Room is air conditioned (windows do not open). Nothing can be attached to wall sound boards. Elevator is available.
Heritage Hall	Seating capacity is 90 using rectangular tables. Maximum seating capacity without tables is 130. Room is air conditioned (windows do not open.) Lower Level.
Kitchen	Available for outside catering. Caterers and renters must leave the kitchen clean, reposition any moved item and remove their garbage from the premises. See Kitchen Use Form/Policies.
Classrooms and/or Nursery	Room is mixed usage with casual furniture. Seating capacity theatre style can accommodate 75. TV cart with VCR available.

# Facility Fees

Event		Sanctuary /Narthex	Fellowship Hall	Heritage Hall	Kitchen	Classrm 1	Classrm 2	Nursery
Congregational Events	Scheduled by staff, Vision Board or Congregational Committees							

**Building Use Agreements are required for the events listed below.**

Non-profit public service events*	Objectives are deemed by staff to compliment the mission of Halfway Creek Lutheran Church *(ie support groups, gatherings, etc.).							
Member Events	Anniversaries/receptions, etc. Member weddings refer to wedding policy.	\$225 & \$25/day addition for rehearsal	\$50	\$35	\$25 see kitchen use form			
General-use events *	Members and non-members for non-church related events (recitals, music events, lectures, etc.).	\$225 & \$25/day addition for rehearsal	\$100	\$75	\$25 see kitchen use form	\$25	\$25	\$25
Recurring non-church related events	Members and non-members for non-church-related events. Fees to be determined by Vision Board.	\$225 initial fee	\$100 initial fee	\$75 initial fee	\$25 see kitchen use form	\$25	\$25	\$25

\*Church Staff will make the final determination into what category a group should be designated and inform the property committee of its action.