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## **Cafeteria and Fellowship Hall Rental Policy**

God has given us a tremendous gift and we want to use it to His glory! Because of this, it is the general policy of St. John Lutheran congregation, with regard to the usage of the cafeteria and fellowship hall, that all adhere to the following:

### **Cafeteria & Fellowship Hall**

- All events need the expressed approval of the principal, early childhood director, or pastors.
- All events must be scheduled through the church and school office or principal.
- Upon approval, any food must be either catered or provided by the approved party.
- Any decorations are to be provided by the approved party. No decorations on the walls.
- Do not use products from labeled cabinets reserved for specific organizations.
- The cafeteria kitchen is not available for use. The cafeteria kitchen will remain locked during events where the cafeteria is in use.

### **Fellowship Kitchen Use Guidelines**

- All approved church organizations, individuals, and groups who rent or use the fellowship hall are responsible for completing the cleaning checklist upon leaving.
- The principal, early childhood director, or pastors will grant approval.
  - The person who granted approval will also check the condition of the hall after the group/individual has left.
- The fellowship hall kitchen should not be used for baking, cooking, prepping, etc. of any kind as it is a "warming kitchen."
- All are permitted to use the fellowship hall refrigerator/freezer and microwave. See special instructions for dishwasher and coffee maker before using.
- No alcohol is allowed.

## **Fee Structure**

- **Cafeteria:** Rental is \$50 per event.
- **Fellowship Hall:** Rental is \$100 per event for St. John Church members and a \$50 deposit.
- **Fellowship Hall:** Rental for non-members of St. John Church is \$250 per event.
- Fee Includes
  - Rental of cafeteria or fellowship hall
  - It is understood that the cafeteria and fellowship hall will be returned back to its original condition after the event by completing the checklist provided.
  - All room and table decorations will be removed and disposed of in a proper manner (school dumpster) by the renting party within 24 hours of the end of the event.
  - Approval of setting up prior to the event will be reviewed on a case by case basis.
  - Lost key fobs will incur a replacement fee.
- Rental times
  - 8:00am-9:00pm (day of event)
  - 8:00am-6:00pm (day after event for cleaning)

## **Key Fob**

- Must schedule during office hours to pick up and return key fob.
- Key will only be active during the above mentioned times.

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**Revised May 2021**

**Adopted November 10, 2020**