



**CEDAR HILL CHURCH  
6911 SOUTH 20<sup>TH</sup> STREET  
OAK CREEK, WI 53154  
(414) 761-1880**

## **GUIDE FOR ONE-TIME USE OF CEDAR HILLS CHURCH FACILITIES**

### **Introduction**

Welcome to the facilities of Cedar Hills Church. We believe that our duty is to utilize our facilities for the good of all non-profit events and purposes aligned with our philosophy to spread the Good News. We are pleased that you have chosen to use our facilities.

This brief guide is intended to inform you of our policies and programs. Our goal is to work with you to answer any questions you may have. We also wish to maintain a feeling of mutual respect between all of our programs and our facility users. We ask that you share this information with your guest that will be visiting our facility.

### **Part One: facility Use Fees, Requirements, and Hours**

#### **Facility Use Fees**

We have established the below listed fees:

**FUNERALS: \$400.00** (Which includes Pastoral Services at \$ 200.00 and Facility Use at \$ 200.00).

**WEDDINGS: \$300.00 to \$500.00** (See Selection Below)

- **PASTORAL SERVICES: \$200.00** (Which includes 6 wks. Mandatory Counseling)
- **SANCTUARY USE: \$200.00** (Wedding Ceremony)
- **FELLOWSHIP HALL USE: \$100.00** (Wedding Reception)

**REFUNDABLE CLEANING, LOSS, DAMAGE DEPOSIT \$200.00**

**We accept money orders and cashier's checks payable to: CEDAR HILLS CHURCH.**  
You will be issued a receipt upon payment.

Any facility use not covered in the original agreement is subject to charges at the discretion of the Cedar Hills Church Administrative Board.

#### **Requirements**



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**If people attending your event bring children with them, they must keep watch of their children at all times.** We do not provide childcare to groups outside Cedar Hills Church congregation.

### **Hours**

**Our facility must be vacated no later than 10:00 P.M.** Our Janitorial staff must have access to the facilities at this time, to assure that the facilities are ready for use the following day.

### **Part Two: Insurance and Deposit**

**At the time of the reservation, you will be required to make a refundable deposit and sign a liability waiver.** Your event will not be posted on the church events calendar until the deposit has been processed. After your event, the deposit will be returned to you within two (2) weeks minus any fees for cleaning, loss, or damage.

### **Part Three: Use of Special Equipment**

**Musical Instruments.** Prior approval must be granted prior to the use of any musical instruments belonging to Cedar Hills Church.

**Kitchen.** The kitchen counters must be cleaned after use. All utensils and dishware must be cleaned and put away. Failure to comply with these requirements will result in a charge for cleaning that will be deducted from your deposit.

### **Part Four: Parking**

Parking at Cedar Hills Church includes a small lot adjacent to the lower level, and a larger lot adjacent to the main entrance. **We will not be held responsible for any damage to or theft from any vehicle.**

### **Part Five: Security**

As concerned members of the community, we strive to create a safe and secure atmosphere for all who visit and use our facilities. You have basic security responsibilities as a facility user. Please share these security requirements with all people attending your event.

**Secure all doors and windows when leaving the facility.**



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**Report any signs of theft or vandalism to the Maintenance Director immediately. Report and assault upon members of your group immediately to the police and the Maintenance Director.**

**Please keep an orderly procedure at all times.** We will not tolerate any public disturbances, including but not limited to fighting, public drunkenness, lewd behavior, or protests.

**The consumption of alcohol is prohibited.** Consumption of alcohol on Cedar Hills Church premises will cause a loss of deposit.

**The possession, use or sale of controlled substances on Cedar Hills Church property will result in loss of deposit and is subject to prosecution under civic, state, and federal law.**

**Smoking is prohibited on the premises.** Cedar Hills Church is a **Smoke -Free Facility.** No smoking is allowed.

**If you are issued a key for one-time use, you may not duplicate any key.** If your key is lost, immediately report the loss to the **Maintenance Director.** The cost of re-keying locks due to lost or duplicated keys will be deducted from your deposit.

### **Part Six: Energy Conservation**

Energy and heating cost have been steadily growing in Wisconsin. To help offset our cost, you are required to do the following:

- **Turn off all lights at the end of your event.**
- **Keep all outside doors and windows closed during your event.**
- **Do not adjust the thermostats.** If you do turn on the heat or the air conditioning, turn it off when you leave. If you do not return the thermostat to the original setting at the end of your event, a portion of your deposit will be retained for utilities.

### **Part Seven: Storage**

**Your facility use agreement does not allow for storage on-site.** Please do not store anything at Cedar Hills Church.

**Respect the space and property of Cedar Hills Church.** Do not move or tamper with any item, unless it is yours, without prior approval.



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**If using tables and chairs owned by Cedar Hills Church, please put them back after your event.** Setup or takedown by Cedar Hills Church staff can incur an expense.

### **Part Eight: Weddings**

**The first step in booking your wedding at Cedar Hills Church is to reserve the date with our Pastor.** The date must be cleared with the Pastoral Staff and added to our Events Calendar before wedding plans can proceed. Once the date has been approved, our Pastor will contact you. Please note that during certain times in the year (especially near Christmas and Easter) we may not be able to accommodate weddings, due to scheduling constraints.

**A \$200.00 refundable cleaning, loss, and damage deposit is due at the time of reservation.**

**All other fees, including facility, and Pastoral Services are due no less than two weeks before the wedding. Non-payment of any fees may result in cancellation of your wedding at Cedar Hills Church.**

After the date and time have been reserved, we will request further information. Please be prepared to provide the following:

- **Contact Information** – phone numbers, addresses, e-mail addresses, etc.
- **Name of bride and groom**
- **The approximate number of expected guests**
- **Name of Presiding Minister** (if not using Cedar Hills Church's)
- **Name of Caterer** (if reception is at Cedar Hills Church)
- **Name of Florist** (if delivery is to be accepted at Cedar Hills Church)

If the Sacraments of Holy Communion is to be part of your wedding ceremony and you are not having the ceremony performed by the Pastor of Cedar Hills Church, we cannot permit the use of any Eucharistic equipment owned by Cedar Hills Church. You must provide your own. Please talk to your minister about bringing in supplies. We also recommend that you have your minister contact the Pastor of Cedar Hills Church prior to the wedding to discuss any concerns or needs he or she may have.

### **Conclusion**



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We realize that not all situations can be answered in a simple guide, and we hope to be able to work with you to address any concerns or problems that may arise. We welcome any comments, suggestions and questions regarding this guide and any aspect of Facility Use at Cedar Hills Church.



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**Appendix: Contact List**

**Contact to schedule events, remit payments, or for any general questions or concerns:**

Steve Hibbler - **Pastor**  
Cedar Hills Church  
6911 South 20<sup>th</sup> Street  
Oak Creek, WI 53154

(414) 761-1880  
email: hibbler4god@yahoo.com

**Contact for maintenance issues, and to report signs of theft or vandalism to the facility:**

Greg Neal - **Maintenance Director**  
Cedar Hills Church  
6911 South 20<sup>th</sup> Street  
Oak Creek, WI 53154

(414) 803-3021  
email: the-neals1996@yahoo.com

**Contact to report assaults or any other law enforcement matters:**

Oak Creek Police Department  
301 W. Ryan Road  
Oak Creek, WI 53154  
Emergencies - 911  
Non-Emergencies - (414) 762-8200

**Contact to report medical or fire emergencies:**

Oak Creek Fire Department  
700 South 6<sup>th</sup> Street  
Oak Creek, WI 53154  
Emergencies - 911  
Non-Emergencies - (414) 570-5630

***APPLICATION FOR ONE-TIME USE OF  
CEDAR HILLS CHURCH FACILITIES***



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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_

SPACE REQUESTED: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_

BALANCE AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_

**As the financially responsible person for this event, I have read the facility use guide and agree to abide by the terms and conditions of this document. No alcohol will be consumed at our event at Cedar Hills Church.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**