

**FACILITIES USE POLICY**

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**I. APPLICATION FOR BUILDING USE AND APPROVAL PROCEDURE**

- A. St. John's Church Office must receive a completed, signed copy of the Request for Facilities Use (Attachment 2) at least ten days in advance of the planned activity (except funerals).**
- B. The approving authority (Section II) will check the requested date(s) on the master calendar (held in the church office), approve or deny the request, and inform the Church Secretary.**
- C. Church Secretary will enter activity, room(s), applicant/contact name and phone number, on the Church master calendar once a request has been approved.**
- D. Church Secretary will return a copy of approved Request for Facilities Use form (Attachment 2) to the applicant as confirmation of approval or will notify the contact person if the request is denied.**
- E. Church Secretary will provide copies of approved request forms to Facilities Manager.**
- F. Standing requests are valid for one year and will be reviewed annually by the appropriate approving authority.**

**II. USER CLASSIFICATION, APPROVING AUTHORITY AND PRIORITY**

**A. MEMBER FUNCTIONS**

**PLEASE NOTE: The St. John's member submitting the request is REQUIRED to be present for the ENTIRE EVENT, and assumes responsibility for adherence to Church policy, and a Building Attendant will be required to be on site for the event.**

1. **MEMBER GROUPS** - Gatherings of the whole congregation or one of its established groups (such as Ministry Teams, choir or youth).
  - a. No approval required
  - b. Priority 1 (see note 2c)
2. **MEMBER FUNERALS**
  - a. Approved by Pastor
  - b. Priority 1 (Sanctuary)
  - c. **NOTE:** If the family of the deceased requests a funeral reception in a room (i.e. Fellowship Hall or Smith Building) previously booked by a Member Group, the member group will be contacted and, when possible, moved to another space to accommodate the funeral reception.
3. **MEMBER WEDDING**
  - a. Approved by Pastor
4. **MEMBER OTHER USE** – Members desiring to use the building for some event including other groups of which a member is a part).
  - a. Approved by Church Council President or Pastor

## **B. NON-MEMBER FUNCTIONS**

**PLEASE NOTE:** A Building Attendant will be required to be on-site during the event. Fee listed in Section III. D.

1. **RELIGIOUS GROUPS**
  - a. Approved by Pastor
2. **SPONSORED GROUPS** (Organizations for which St. John's provides some form of sponsorship: such as Scouts, AA, Alanon, etc.
  - a. Approved by Church Council President or Pastor.
3. **NON-PROFIT GROUPS** – Other groups defined by the IRS as non-profit
  - a. Approved by Church Council President or Pastor
4. **NON-PROFIT, PUBLIC, COMMUNITY EVENTS** (community forum, community choirs)
  - a. Approved by Church Council President or Pastor
  - b. Non-profit, public, community events (special bookings, not ongoing) will not be charged for use of the building but will be asked to make a donation.
5. **NON-MEMBER WEDDINGS AND FUNERALS**
  - a. Approved by Pastor.
- C. **FOR-PROFIT GROUPS** – Approval generally will not be given to For-Profit groups desiring use of the building for activities that include sales, fund-raising, or that are meant to make a profit. However, requests for the purpose of a group's general business meeting will be considered on a case by case basis as space is available.
- D. **POLITICAL GROUPS/CANDIDATES/EVENTS** – Approval will not be granted to political candidates, parties or groups, or for any partisan political activity.



### III. FEES AND PAYMENTS

#### A. FEES – GENERAL INFORMATION

1. The fee charged is based on the room(s) used.
2. Non-members are required to pay a non-refundable rental fee deposit of \$50 to reserve the Sanctuary, Fellowship Hall or Smith Building. The rental fee will be applied toward the rental fee at the time of full payment.
3. Full payment is required no later than one week prior to the event.
4. Rental fee (minus deposit) is refundable if activity is cancelled at least 24 hours in advance. Please notify St. John's Church Office of a cancelled event as soon as the decision is made.
5. The Church Council President or Pastor may waive or change a fee.
6. Checks should be made out to St. John's Lutheran Church, with date of event and room reserved notated on the memo line.

#### B. ROOM RENTAL FEES

\*NOTE: Additional hours or fractions thereof must be booked at the time of reservation. Additional time cannot be added on the day of the event. (NO EXCEPTIONS).

	Member Function	Non-Member Function
1. Sanctuary (& Parlor if needed) 4HRS.	\$0	\$350
-each additional hour or fraction		\$ 90
2. Fellowship Hall w/Kitchen no stove 4 HRS.	\$0	\$300
-each additional hour or fraction		\$ 70
3. Smith Building 4 HRS.	\$0	\$100
-each additional hour or fraction		\$ 25

#### C. TECHNOLOGY

1. Only those trained on the Church's Technology are authorized to operate the equipment. Training and/or approval may be obtained from St. John's Technology Team (call the Church Office to make arrangements to meet with a member of the Technology Team).
2. A separate Security Deposit is required for the use of the Church's technology systems (see Section E.2)
3. In addition to the security deposit, non-members will pay an additional fee of \$50 for 4 Hours for the use of the following: Overhead Projector and Screen, Portable Projector and Screen, Microphone and Sound System or TV and DVD Player.

#### D. BUILDING ATTENDANT

A fee of \$50.00 is charged to Members and Non-Members for the Building Attendant (4 Hours) \$10.00 each additional hour

**E. SECURITY DEPOSIT (Note: Applies to both Members and Non-Members.**

1. A Security Deposit of \$100 is required at the time of reservation for either the Sanctuary or Fellowship Hall, \$50 for the Smith Building. If more than one room is reserved, multiple security deposits are due. (For example, if Sanctuary and Fellowship Hall are reserved a \$200 deposit is required).
2. An additional Security Deposit of \$100 will be required for use of the Technology Systems.
3. A separate check is required for the security deposit. Checks should be made out to St. John's Lutheran Church, with the date of the event and room notated on the check memo line.
4. Security Deposit is fully refundable if the rooms used are cleaned and returned to the "as you found it" set-up, and if there is no damage or loss. However, if rooms are not adequately cleaned and furniture is not returned to proper set-up, a portion or all of the security deposit will be forfeited to cover costs. Further, if there is any damage to the building, equipment, furnishings or fixtures; or any loss of equipment, furnishing, or fixture during the user's activities will be subtracted from the security deposit or billed at replacement cost of labor.
5. The Facilities Manager will make the determination as to whether or not user has met the requirements for the return of their security deposit. Facilities Manager's approval is required before security deposit is released to user.
6. The Church Council President or Pastor may set a higher or lower security deposit, depending upon circumstances.

**\*NOTE:** If desired, users may contract for cleaning services (including returning room to proper set-up) through the Church Office. This service must be at least 10 days prior to the event and must be paid for before the event. Approval is based on availability. A fee of \$50 for the Smith Building and \$100 for Sanctuary and Fellowship Hall will be charged depending on room(s) used.

**F. KEYS**

1. A Key Deposit of \$25 is required and will be refunded upon return of the key.
2. Keys must be picked up no later than 3:00 p.m. (Monday-Friday) on the business day before the event.
3. Keys must be returned by 3:00 p.m. on the business day following the event.
4. Keys will not be provided until full payment has been received.



## **G. RETURNED CHECK FEE**

1. A fee of \$35 or the full bank fee, "WHICHEVER IS GREATER" will be charged for any returned check.

## **IV. REQUIREMENTS FOR BUILDING USE**

**\*NOTE REGARDING WEDDINGS:** Additional information regarding weddings is covered in St. John's Wedding Policy document, available from the Church Office.

### **A. USER RESPONSIBILITIES**

1. Time reserved includes time for set-up and clean-up. Be sure to determine any extra time that might be needed and include this time in your reservation.
2. Confine activities to the room(s) assigned, rest rooms and adjoining hallways.
3. Upon departure, leave the building "as it was found".
  - a. Clean spills immediately
  - b. Clean room(s), (brooms, mops, etc. are in the utility closets).
  - c. Remove decorations.
  - d. Bag all trash and place bags in dumpster. (additional bags in utility closet or on handle of trash cans).
  - e. Stack chairs and tables on appropriate carats.
  - f. Close and lock all windows: Close all interior doors.
  - g. Turn out lights; Lock all exterior doors.
4. Be out of the building by the end of your requested time (be sure to include enough time in your request to allow time needed for clean-up). Rooms used must be cleaned and vacated no later than 10 p.m.
5. For any questions/problems during your event, there will be a Building Attendant on site.

### **B. ROOM USE**

1. **SANCTUARY** – may be used for Worship Services, classes, meetings, lectures, community forums, concerts and dramatic performances. Any other use requires the prior approval of the Pastor or Church Council. **ABSOLUTLY NO FOOD OR BEVERAGES ARE ALLOWED!**
2. **FELLOWSHIP HALL AND SMITH BUILDING** – (In addition to activities noted in A. above) may be used for receptions, meals, crafts, church bazaars, and other church fellowship or service activities.
3. **KITCHEN** – If any type of food is to be served it must be brought in. No use of stove or oven is to be used unless a Kitchen Manager is present. Only a licensed and certified caterer will be allowed to use stove or oven. The refrigerator can be used but leftovers must be taken at the end of the event. Any kitchen utensils used must be cleaned and put back where they were found. Any kitchen towels and wash clothes

used should be taken, cleaned and returned to the kitchen. THE SINK IS TO BE USED TO CLEAN DISHES, PLEASE DO NOT PUT CHILDREN IN THE SINK!

**C. BUILDING OCCUPANCY LIMITS**

Sanctuary	320,	Fellowship Hall	170,	Smith Building	52
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**D. THERMOSTAT SETTINGS**

1. Sanctuary and Fellowship Hall – Please do not attempt to access thermostats or adjust thermostat settings as the system is pre-programmed.
2. The Smith Building is on a separate thermostat. If temperature is adjusted during event, please follow direction on the thermostat when you depart to conserve energy.

**E. OBJECTS AFFIXED TO WALLS, DOORS OR OTHER PARTS OF THE BUILDING**

1. Do not permanently or semi-permanently affix anything to a wall, door or any other part of the building.
2. Do not temporarily affix anything on any wall, door or any other part of the building or furnishings with tacks, nails, duct tape or any other item that will leave marks or holes. (Only masking tape or painters tape should be used).

**V. ALCOHOLIC BEVERAGE USE**

**A. MEMBERS OF ST. JOHN'S**

1. Members of St. John's who want to have alcoholic beverage at an event should submit a written request for approval to the Congregational Council at least one month in advance of the event. The request should include information such as the nature of the event, the number attending, and name and phone number for the person making the request (must be a current member of St. John's). ONLY BEER AND WINE ARE PERMITTED. A \$100.00 FEE IS REQUIRED FOR THIS REQUEST.
2. It is "REQUIRED" that the requesting member be present throughout the 'ENTIRE EVENT', and that he/she will encourage responsible behavior, to include ensuring that only those of legal age are served alcohol.

**B. NON-MEMBERS**

1. NO ALCOHOLIC BEVERAGES are permitted at non-member functions.

**VI. LIABILITY**

1. The individual signing the room request form accepts full responsibility for the proper use of the building.



2. Youth and children's activities, where the majority of the participants are less than 18 years of age, shall be adequately supervised by adults, in conformance with the Child Protection Policy of St. John's Lutheran Church. (Attachment 1)
3. The user group shall indemnify, defend and hold the church harmless from and against all claims, actions, damages, liability and expense to persons or property that may occur as a result of their use of St. John's facilities; provided that such claims, actions, damages, liability or expenses arise out of or result from the actions, inactions, omissions or negligence of the user group or its agents, representatives or guests.

**VII. INCLEMENT WEATHER POLICY (AS REGARDS TO EVENTS HELD AT ST. JOHN'S)**

- A. In case of inclement weather, St. John's reserves the right to cancel any event scheduled. Every attempt will be made to notify the affected parties. (Please make sure we have several numbers to make contact)
- B. It is recommended that the User contact St. John's Church Office as soon as it is thought that inclement weather is likely. If there is no answer at the Church Office, the Facilities Manager should be contacted.
- C. If an event is cancelled by St. John's due to inclement weather, a full refund (including the rental fee deposit) will be made.