

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 for 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 Parish Administrator.
- C. Parish Administrator will enter activity, room(s), applicant/contact name and phone number, on the Church master calendar once a request has been approved.
- D. Parish Administrator will return a copy of the 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. Parish Administrator 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.

- 1. **Member Groups** - Gatherings of the whole congregation or one of its established groups (such as Ministry Teams, choir, 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
 - b. Priority 2
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. Priority 6

B. Non-Member Functions

PLEASE NOTE: Approving authority may require that a Building Attendant open/close the building and remain on-site during the event. (If applicable, user pays attendant's fee; Section III. D)

1. ***Religious Groups***
 - a. Approved by Pastor.
 - b. Priority 3
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.
 - b. Priority 4
3. ***Non-Profit Groups*** - Other groups defined by the IRS as non-profit
 - a. Approved by Church Council President or Pastor.
 - b. Priority 5
4. ***Non-profit, public, community events*** (e.g., community forum, flute choir performance)
 - a. Approved by Church Council President or Pastor.
 - b. Priority 6
 - c. 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.
 - b. Priority 6

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 PAYMENT

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, and Smith Building; or \$25 for the Parlor. The rental fee deposit will be applied toward the rental fee at time of full payment.
3. Full payment is required no later than one week prior to the event (or on the day the room is reserved if less than a week in advance of event.)

4. Rental fee (minus deposit) is refundable if activity is canceled 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 *Member Function Non-Member Function*

*** Note: Additional hours or fractions thereof must be booked at time of reservation. Additional time cannot be added on the day of the event.**

1.	Sanctuary (& Parlor if needed) (4 hours)	\$0	\$350
	- each additional hour or fraction		\$90
2.	Fellowship Hall with Kitchen (4 hours)	\$0	\$250
	- each additional hour or fraction		\$65
3.	Fellowship Hall without Kitchen (4 hours)	\$0	\$200
	- each additional hour or fraction		\$50
4.	Smith Building (4 hours)	\$0	\$100
	- each additional hour or fraction		\$25
5.	Parlor (per hour)	\$0	\$35

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 \$25 for the use of each of the following.
 - Overhead Projector and Screen
 - Portable Projector and Screen
 - Microphone and Sound System
 - TV and DVD player

D. Building Attendant

Non-Member Event - \$50

Member Event - Member Responsibility (see Note Section II.A)

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 or Parlor. If more than one room is reserved, multiple security deposits will apply. (*For example, if the Sanctuary and Parlor are both reserved, a security deposit of \$150 will be required.*)
2. An additional Security Deposit of \$100 will be required for use of 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 and room of the event 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, furnishings, or fixtures during the user’s activities will be subtracted from the security deposit or billed at replacement cost plus labor.
5. St. John’s 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 check is released to user.
6. The Church Council President or Pastor may set a higher or lower security deposit, or waive it, 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 requested at least 10 days prior to the event. Approval is based on availability. A fee of \$50-100 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. on the business day (Monday – Friday) before the date of activity.
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: 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.
4. Upon departure, leave building “as it was found”
 - a. Clean spills immediately
 - b. Clean room(s) (brooms, mops, etc. are in the utility room)
 - c. Remove decorations
 - d. Bag all trash and place bags in dumpsters
(additional trash bags are available in utility closets, hanging on trash can handle; *and in kitchen pantry closet for St. John’s congregation functions only*)
 - e. Stack chairs and tables on appropriate carts
 - f. Close and lock all windows; Close interior doors
 - g. Turn out lights; Lock all exterior doors
5. Be out of the building by the end of your requested time (be sure to include enough time in room request to allow time needed for clean-up). Rooms used must be cleaned and vacated no later than 10 p.m. Building use is not permitted after 10 p.m.
6. For any questions/problems during your event, contact the Facility Manager assigned to your event (name and phone number will be provided at time of key-pickup.)

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. 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 will be served (including just drinks and snacks) the kitchen must be included in the room request reservation. This applies whether the food is actually prepared at St. John's, or prepared at home and brought in, or catered.
4. **Parlor** – may be used for small group meetings or classes.

C. Building Occupancy Limits

Sanctuary	320	Fellowship Hall	170
Parlor	12	Smith Building	52

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 the direction on the thermostat when you depart to conserve energy.
3. The Parlor has a heat/air conditioning unit on the wall behind the desk. If used, please be sure to turn system off as you depart in order 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 other part of building.
2. Do not temporarily affix anything on any wall, door, or 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

1. Members of St. John's

- a. Members of St. John's who want to have alcoholic beverages 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.**
- b. It is required that the requesting member be present throughout the entire event, and that s/he will encourage responsible behavior, to include ensuring that only those of legal age are served alcohol.

2. Non-Members

- a. **No alcoholic beverages** are permitted at non-member functions.

VI. LIABILITY

1. The individual signing the room request reservation 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 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.
- 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 assigned to the event 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.