Facilities Use Policy & Request Form. St John's United Methodist Church

Requestor:	Date		
Date(s) requested:	Time: Begin	End	<u> </u>
Organization:	Use Purpose:		
501c3 Organization? Yes/No Letter provide	ded:		
Facilities Requested: (circle) Classroom(s) Ward Hall Kitchen Gyn		nter	Sanctuary
Set-up: Explain:(attachadiagram) —			
Furniture/equipment needed:			
Food/refreshments served? Yes INo (Expla Catered	ain further under comments) Light refreshments/ice/coffe	ee	
(Caterer:			
Person Responsible:	Tele	phone:	
Address:			
Comments:			

Guidelines For Use:

- A Certificate of Insurance must be presented prior to any sporting activities held on church property.
- Anyone using the facilities is to conduct themselves in a manner appropriate to their surroundings. Adequate supervision, in accordance with the St John's Safe Sanctuary policy, *must* be provided for groups of children and teens.
- Nothing is to be attached to walls without the permission of the Board of Trustees.
- Facilities are to be left in same condition as provided. Take all belongings, empty trash to outdoor containers, and turn off lights. A fee will be assessed for any damage.
- The possession, use or storage of alcoholic beverages, tobacco products, weapons, and illegal drugs, is not permitted in the facility.
- Room assignments are subject to change to avoid conflicts that may arise.
- Signups, sales, or other non-worship activities are to be done outside of the sanctuary or the narthex.
- Setup details have to be provided and approved by the Facility Manager.
- The use of church AV equipment will be in accordance with specific church guidelines and fees may apply.
- If St John's determines that a security officer is required for your event an outside security agency will be contracted and the cost will be the responsibility of the requestor.

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St. John's United Methodist Church facilities are available for use by members and non-members. We must use these facilities as good stewards of what God has enabled us to provide. Church facilities and the approval of the use are the responsibility of the St. John's Board of Trustees. The Board of Trustees and/or Pastors reserve the right to approve or decline the use of any facility for any purpose. The Board of Trustees and/or Pastors also reserve the right to waive any suggested contribution. St. John's facilities are *not available* for profit-making activities. A suggested contribution chart is provided for all non-St. John's sponsored activities.

Facilities available include various classrooms in the Ebenezer Center/Education Building, War Hall, the gymnasium, and the kitchen. The Sanctuary and Chapel are available for weddings and funerals under separate policy. Requests are to be made through the church office.

Request Process:

- Contact the church office at 648-6891 and request the Facilities Use Policy & Request Form.
- Return completed form to the church office.
- Non-St. John's sponsored requests are to be made *no more than 90 days in advance*. The Board of Trustees may grant exceptions. (The Boardof Trustees tentatively meets the second Tuesday of each month.)

Facility Use Contribution:

Classrooms/meeting rooms \$35

Ward Hall

Facility use \$50/rm - \$150/3rm Setup/Clean/Breakdown \$50/rm - \$150/3rm

Kitchen

Facility use \$75/hr Clean up \$100

Gym

Facility use \$200 sports/500 meal

Setup/Clean/Breakdown \$100/200

A/V \$25/hr \$50 minimum

Faith Center

Facility use \$500 Setup/Clean/Breakdown \$175

A/V \$50/hr \$100 minimum

Sanctuary

Facility use \$500 Setup/Clean/Breakdown \$200

A/V \$50/hr \$100 minimum