

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

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 Board of 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