

St. John's Evangelical Lutheran Church

Guidelines for Facility Usage

- 1 St. John's Evangelical Lutheran Church will hereafter be referred to as "Church".
- 2 The "Request to Use St. John's Facilities for Non-Church Activities" form [**St. John's Form A**] shall be presented to the church office a minimum of one month in advance of date of requested use for approval by church council. Should an emergency arise, a phone vote may be taken as directed by the church council president. In such a case the action taken of the phone vote shall, at the next church council meeting, be entered into the council minutes as record.
- 3 Requesting person must be at least twenty-one (21) years of age and be willing to take responsibility for and supervise the activity(s) and the facility(s) used. This person shall hereafter be referred to as the "Authorized Person".
- 4 Functions of the church, whether scheduled or unscheduled (i.e., funeral dinners), shall take precedence over non-church activity(s) even if previously approved. Should a conflict occur the non-church activity(s), whenever possible and agreed upon, shall be rescheduled. When rescheduling is not an option, a portion of any prepayment shall be prorated for reimbursement.
- 5 The "St. John's Facility(s) and Equipment Use Request" form [**St. John's Form B**] shall be completed and presented at time of request. Cleaning deposits of \$30.00 will be collected upon rental approval and will be refunded at the discretion of the church in a timely manner. NOTE that the church request any tables and chairs that are rented will be put away by the church.
- 6 Use of St. John's facility(s) and/or equipment will not be authorized for any individual(s) and/or organization(s) who intend to use them for personal profit.
- 7 Use of tobacco, cannabis products, any illegal substance, vaping or consumption of alcohol will not be permitted on St. John's properties.
- 8 No pets are allowed on or in St. John's facility(s) with the exception of "Certified Service Animals" only.
- 9 The authorized person shall complete the "Key Card Guideline and Deposit for Facility Usage" form [**St. John's Form C**] and present it at time of request. The authorized person shall receive the key card and instructions from the church administrative assistant. Only the authorized person or alternate authorized person shall be in possession of the key card. There will be a ten dollar (\$10.00) deposit per key card issued, refundable by the church in a timely manner if the key card is returned to the church office within fourteen (14) days from the last approved date.
- 10 Only the designated entrance may be used. All exterior doors are to remain closed and locked at all times. Posting of a door monitor may be necessary to allow those authorized access.

Unlocked and unattended exterior doors, by any means, shall not be acceptable and will be reason for St. John's to terminate the contract and cause forfeiture of deposit.

- 11 Access to the facility(s) will only be for individual(s) and/or organization(s) listed on [St. John's Form A]. Permission has been granted to use only the facility(s) and/or equipment requested. All other facility(s) and/or equipment are not to be entered and/or used.
- 12 Make sure to leave facility(s) and/or equipment in the condition as found. Deposit all trash in the provided trash receptacles. Notify the church office during office hours, at 652-6201, of any facility(s) and/or equipment that may be damaged.
- 13 Make sure to turn off lights when finished using the facility(s).
- 14 Violation of any term(s) or condition(s) of the contract may result in termination. St. John's reserves the right to terminate the contract at any time with a forty-eight (48) hour notice.
- 15 Members of the church shall receive a donation rate that is fifty (50) percent less than the set donation rate.

Request to Use St. John's Facilities for Non-Church Activities

[St. John's Form A]

Date(s) Facility requested to be used: _____

Time(s) of day Facility requested to be used: _____

Individual(s) and, or, Organization(s) requesting use of the Facility: _____

Authorized Person: _____ Phone Number: _____

_____ Member _____ Non-Member

Alternate Authorized Person: _____ Phone Number: _____

_____ Member _____ Non-Member

Date of Request: _____ Deposit: _____

I have read and agree to the guidelines as set forth by St. John's Evangelical Lutheran Church.

Signature of Authorized Person: _____

_____ Date: _____

Print

Signature of Alternate Authorized Person: _____

_____ Date: _____

Print

Office Use Only

_____ Approved _____ Denied

Comments: _____

_____ Date: _____

Signature of Council Member: _____

St. John's Facility(s) and Equipment Use Request

[St. John's Form B]

Gymnasium:	Yes	No	Donation \$40.00 1 st hour \$20.00 each hour thereafter	TOTAL \$
Gymnasium	—	—		—
Cleaning Deposit (If needed)			\$30.00	—

Kitchen: Please note that the kitchen is not available for use at this time.

Classroom(s):	Yes	No	Donation	
Room 1	_____	_____	\$10.00 per day	_____
Room 2	_____	_____	\$10.00 per day	_____
Room 3	_____	_____	\$10.00 per day	_____
Room 4	_____	_____	\$10.00 per day	_____
Room 5	_____	_____	\$10.00 per day	_____
Room 6	_____	_____	\$10.00 per day	_____

Pavilion: Yes No Donation
 ____ ____ \$75.00 per day _____

NOTE: Port-a-Potty included when in season May thru September

Other Resources: Yes No Donation

PLEASE LIST:

_____	_____	_____	TBD	_____
_____	_____	_____	TBD	_____
_____	_____	_____	TBD	_____
_____	_____	_____	TBD	_____
Cleaning Deposit			\$30.00	

Office Use Only

Total Amount Paid: CASH CHECK# OTHER

RECEIVED BY: _____ DATE: _____

REFUND BY: _____ DATE: _____

REFUND AMOUNT: