

St. John Lutheran Church

Building Use Policy

Members and non-members who use the building for non-church sponsored events are asked to comply with our Building Use policies and procedures as stated below. A separate sheet is attached for fees and payments.

Reserving a Date: All requests for using Fellowship Hall, Kitchen or any other area of the church building must be made to the church office. Our church office will coordinate the schedules. Priority will be given to in-house church events, member funerals, etc. Outside requests (through a member or non-member) must be made at least 4 weeks in advance, but no more than 6 months in advance (except with permission from Pastor). Requests are reviewed on an individual basis.

Catering: Outside caterers are allowed but must follow all church policies and the Kitchen Use Guidelines (separate document).

Alcohol: Use of alcohol requires an additional insurance rider to be purchased. Proof of the rider is required to our office 5 days prior to the event, otherwise the event is cancelled. Parties must share with the church if alcohol will be on the premises during their event. It does not matter if it is provided to guests, or brought into the building. *A rider is required.*

No Smoking: Smoking is not allowed on the property of the church.

Building Access: The church buildings are locked when a staff member is not present. Make arrangements with the church office when you will need the building open, and when you will be leaving. Keys will not be distributed to any non-member or outside group. The role of the church host is to open the building and close it for large events, receptions, etc. For regularly scheduled use, such as meetings, etc., arrangements must be made through the church office.

Clean Up: The building must be returned to its original condition. We have a worksheet for the kitchen, to make sure everything is addressed. All trash and decorations need to be collected and put into the outside dumpsters, all tables wiped, chairs neatly placed where they belong—this must happen after each use, no matter which room(s) is used.

Outside Event Requests – There is a custodian fee for your event. The fee is \$50.00, to ensure that all bathrooms, room set-up, and general maintenance are ready for our church's next event/business day.

Member Requested Events – There will be a \$50.00 deposit which will be returned if the bathrooms, room set-up and general maintenance following your event have been handled.

Fees for Use: Fees are charged to cover expenses for the use of our building. Please note the custodial fees listed below as well.

- a. Funeral receptions – No charge for members, past or present. Donations to St. John are very appreciated, and can be given as gifts or memorials.
- b. Wedding receptions are considered on an individual basis for use of Fellowship Hall and the Kitchen. However, a church host fee (\$50) will be added for all weddings as well as a custodial fee (\$50).
- c. Use of the sanctuary for meetings, concerts and recitals are considered on an individual basis. However, a church host fee (\$50) will be added for all non-member use of sanctuary as well as a custodial fee (\$50).
- d. Outside requested meetings/events held in Fellowship Hall (no kitchen facilities) -- \$250.00, *which includes* the \$50.00 fee to be paid to the onsite church host for event. There will also be a custodial fee (\$50).
- e. Outside requested kitchen use – all outside groups will be charged a \$50.00 fee for the use of the kitchen.
- f. Outside Requests for classroom space are considered on an individual basis, as will all fees that may apply.
- g. Member Requested Meetings/Events -- \$25.00, no on-site host is needed.
- h. Member Requested Kitchen Use -- \$25.00 for use of the Kitchen. Custodial fees may be added depending on the status of the kitchen after kitchen use is completed.

Approved by St. John Lutheran Church Council in September 2016. Edits and Layout changes were made in January 2017 for clarity purposes.