

Use Of The Church Facilities Policy

St. John Lutheran Church
1100 N. Main Street ~ Celina, OH 45822

GENERAL REGULATIONS

1. Request for application for the use of church premises shall be made with the Director of Facilities and Grounds, Church Secretary or the Pastor(s).
2. Request for use of facilities during service times is restricted unless approved by Church Council.
3. Requesting person or group receiving a permit shall be responsible in cases of loss or damage, if any, to the church property, including that belonging to employees. Also, permitted users will assume liability for all personal injuries.
4. Request for application for use of facilities shall be made at least one (1) month in advance of intended use. **One-half of the deposit is due at time of request for it to be put on the calendar. Remaining fee is due 30 days prior to the use of facilities.** Cancellations of already arranged use must be made more than two (2) weeks before the scheduled use or service fees as established by the Church Council shall be charged.
5. Request for application for use will be issued for a specific room(s) of the building and it shall be the responsibility of the user to see that the remainder of the building is not entered or disturbed.
6. Request for application for use of facilities shall include a **complete** itinerary of activities and events to take place. It shall also state the hours of use.
7. Request to serve food whether prepared in the church kitchen(s) or catered will require paying the kitchen fees and may require the need for a custodian to be present and have general supervision of the kitchen equipment. Church Council will determine this.
8. The church reserves the right to use the Fellowship Hall in the event of a church funeral dinner. This will always take precedence. Church Council may offer a substitute location.
9. No Alcoholic beverages shall be permitted on church property at any time. There shall be no smoking or tobacco use in the church buildings. There shall be no profanity or language not befitting of a church environment.
10. Any right or privilege granted to a person, group, or organization to use any part of the church facility is personal, and shall not be transferred to another person, group or organization.
11. Person requesting use of the facilities shall be present during the time period of use unless otherwise determined by Church Council.
12. Request for use of the church equipment (VCR, overhead, sound system, popcorn popper, etc) to be used by non-church groups, special arrangements must be made with the Director of Facilities and Grounds. This may involve arranging for and paying church operators
13. The Director of Facilities and Grounds, the Church Secretary and, the Pastor(s) will seek approval of requests from the Church Council.
14. Only the Pastor(s) and /or Church Council can make any exceptions to the rules list above.

USE OF OUR FACILITY

FEE RATES & USE APPROVAL:

WHO	FACILITY FEE	KITCHEN FEE	CUSTODIAL FEE	EQUIPMENT CHARGE
Member	No fee	No fee	Clean or pay (See fee for custodian below)	No fee If audio person required there is a fee (see below)
Private Group Non Members	Fee (See below)	Fee (See below)	Fee (See fee for custodian below)	Fee (If equipment is needed) If audio person required there is a fee (see below)
Religious Group	No fee	No Fee	Clean or pay (See fee for custodian below)	Council Review
Public Health Service Clubs Non-Profit Community Interest Child Welfare Youth Group Y- Groups Recitals	No fee	Fee (See below)	Fee (See fee for custodian below)	Council Review
Any Fund Raiser (non-profit)	No fee	Fee (See below)	Fee (See fee for custodian below)	Council Review
Any Fund Raiser (profit)	Fee (See below)	Fee (See below)	Fee (See below)	Fee (See below)

FEES FOR NON MEMBER USE:

	(4 hours or less)	(5 hours or more)
Family Life Center	\$150.00	\$250.00
Fellowship Hall	\$ 75.00	\$125.00
Parlor	\$ 50.00	\$ 50.00
Classrooms (ea.)	\$ 10.00	\$ 20.00
Kitchen Areas	\$ 50.00	\$ 50.00

ADDITIONAL FEES:

Custodial Fees:

\$15.00 per hour is based on facility being used during normal scheduled custodial service.

\$30.00 per hour for non-scheduled time and holiday periods.

In addition to this rate, custodial supply fees at \$10.00 per hour will be added.

Audio Person: \$15.00 per hour for operator

EQUIPMENT CHARGES /PER USE:

Video Projector	\$25.00 per use
TV & VCR	\$10.00 per use
Overhead Projector(s)	\$ 5.00 per use
Sound System / Person	\$15.00 per hour for each operator

St. John Lutheran Church Building Use Contract

1. Application Date _____ Time _____
2. Name of Organization/Group _____
3. Tax Exempt Number: _____
4. Date(s) Requested _____ Start _____ Finish _____
5. Rooms Requested:
___ Family Life Center ___ Fellowship Hall ___ Kitchen ___ Classroom ___ Parlor
6. Description of Type of Activity or Use _____
7. Name of Adult Person Responsible for the group _____
8. Address _____ City _____
9. Home Phone _____ Office Phone _____

Approval and charges for the facility use will be made in conformation to the rules and regulations of St. John Lutheran Church, Church related activities or programs will take precedence over non-church activities. The facility or room(s) rented is for sole use of the organization making application and for the specific activities and time described. Violation of any of the rules and policies for the buildings use will result in the denial of further facility use and/or rental.

10 FEE CHART:

Base charge for:

Family Life Center	\$ _____
Fellowship Hall	\$ _____
Classroom(s)	\$ _____
Parlor	\$ _____
Kitchen (s)	\$ _____
Custodial fees ___ hrs @ ____/hr	\$ _____
Equipment fees	
TV and/or VCR ___ hrs @ ____/hr	\$ _____
Overhead Projector(s)	\$ _____
Sound System	\$ _____
Other	\$ _____

Total \$ _____

11. Other Conditions and/or Stipulations in Contract:

Signature of Person Responsible for use and payment of Fees Date _____

Signature of Approval Granted Date _____

- **Please Note:** Facility rental fee should be remitted within ten (10) days after use.
- **Make check payable to:** St. John Lutheran Church, 1100 N. Main Street, Celina, OH 45822.

HOLD HARMLESS AGREEMENT:

I/We, _____ agree to indemnify and HOLD HARMLESS St. John Lutheran Church and their agents and employees from all liability, claims, demands, or costs, for or arising out of _____ . Whether it be caused by the negligence of indemnitor or St. John Lutheran Church or either party's agents or employee, or otherwise.

Signed _____ Date _____

FAMILY LIFE CENTER

FAMILY LIFE CENTER RULES TO FOLLOW:

- Be respectful of property and others at all times.
- This property is for use, **BUT** not abuse.
- **NO** alcoholic beverages.
- **NO** swearing.
- **NO** smoking.
- **NO** dunking or hanging on the rim.
- **NO** tape on the carpet.
- **NO** kicking balls.
- **NO** footballs (Nerf footballs are allowed)
- Appropriate modest dress expected.
- Under age 18 must be supervised by an adult on the premises.
- Equipment must be returned to storage.
- General clean-up is expected after yourself.
- Special use of this facility must be cleared through the office.
- Your safety and the safety of others is **TOP** priority.

FAMILY LIFE CENTER NORMAL SCHEDULE:

SUNDAY:

NO ball playing until noon. Gym will be open until 4:00 p.m.

MONDAY:

Open 8:00 a.m. until 4:00 p.m.

TUESDAY

Open 8:00 a.m. until 4:00 p.m.

WEDNESDAY

Open 8:00 a.m. until 4:00 p.m.

THURSDAY

Open 8:00 a.m. until 4:00 p.m.

FRIDAY

Open 8:00 a.m. until 4:00 p.m.

- **TIMES** may be adjusted by request through the office and proper form filled out.
- **ADULT** supervision must be present when children or youth under age 18 are using the gym.
- Evenings and Saturday use of gym must be coordinated through the church office.