



Building Use Policy and Fee Schedule

Revision 6/29/15

Overview

Building Use and Fee Policy

In light of the many activities held in our building, and because the primary purpose of the building is to gather to worship God, participate in the sacraments, give and receive instruction, initiate Mission, and enjoy Christian fellowship, it is important that we manage the use of the building well, with care to preserve its beauty and function.

Applications for building use are subject to the approval of the Rector of St. John's Episcopal Church or the designated staff person. Applications are reviewed at the earliest staff meeting upon submission. Priority for use of the church building will be given as follows:

Church Groups

Regularly scheduled meetings to carry out the mission of the church.

Church Related Groups

Church sponsored organizations; interfaith groups, youth development groups and groups which carry out the purposes of the church.

Non-Church Related Groups

Community service organizations, community interest groups, receptions, non-church sponsored recitals, recreation and fellowship activities, club or group meetings. Non-church related groups are required to obtain a member contact/sponsor and are required to pay a fee as listed in the fee schedule below.

First priority is given to those groups within the church family. On rare occasions, church groups may need to be moved to accommodate an event of greater importance – a wedding, a funeral, etc. When this happens, alternate arrangements with the preempted group will be made.

The facilities of the church are not available for partisan purposes, for recruitment of members for clubs outside of the church, for private enterprise, or for fund raising purposes for organizations outside the church.

Policy Governing Building Use

Outside groups wishing to use church space must complete a written or on-line application on forms furnished by the church office at least six weeks in advance, if possible. (Church office hours are 9:00 a.m. to 5:00 p.m. Monday through Thursday; 9:00 am to 12:30 on Friday.) The primary applicant must be at least 21 years of age. A refundable security deposit may be required (as set forth in the Fee Schedule) subsequent to the application's approval and will be returned after completion of building use, pending an inspection of the items listed on the post building-use checklist by a designated church representative. In the event of cancellations, user fees will be refunded less a 10% administrative fee. A separate refund policy is in effect for weddings/religious services. Please see the weddings and religious services application form for details.

- All groups will restrict their activity to the room(s) assigned.
- Non-church related groups MUST provide their own audio-visual equipment.
- Each group will be held responsible for the care and condition of the space and equipment used.
- All groups will perform their own general clean up and return of furnishings to their original positions. All program materials brought by the group will be removed from the space when the event is over. All trash must be removed from the building in bags/boxes and placed in waste receptacle. (Trash receptacle is located on the far side of the parking lot toward the playground.)
- All needs must be listed on the original application form. If your needs change unexpectedly, please contact us, although we cannot guarantee that any additional requests will be honored.
- The use of alcohol or other mood altering substances is not permitted on church property. Smoking is not permitted anywhere on the church campus.
- Requests to decorate the space must be stated on the written application. No screws, nails or tacks may be used. Masking tape may ONLY be used on glass, NEVER on painted walls or woodwork.
- If your application contains a request to use the kitchen facilities, a completed "KITCHEN USE POLICY" form, available on request, must accompany it.
- All non-church groups using the premises must vacate the building by 10:00 p.m. Events that require janitorial services (receptions, weddings, etc.) will be subject to other time constraints requiring the group vacates the premises by 10:00 p.m. to allow sufficient time for the room to be cleaned and prepared for its regular Sunday, or other weekday use.
- Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely manner, prior to the event. In such cases, St. John's Episcopal Church must be named as the additional insured.

Facility Scheduling

Priority for scheduling is generally made on a first-come, first-served basis. That said, in case of conflict, priority will be given to Church-sponsored activities, Church Groups, Church Related Groups, in this order. The Church expects that the parties involved will make every

attempt to resolve such conflicts so that the needs of all are accommodated. Persons responsible for scheduling major Church-related activities are strongly encouraged to plan for prior to and make reservations at the yearly planning meeting.

- Scheduling shall be done by the church office.
- Reservations will be accepted up to six (6) months in advance for non-ministry events.
- Saturday events: Check out time is 10:00 p.m.
- It is our intention that the facilities be available to the members for personal use when it does not interfere with the ministries of the church and its activities.
- Approval for facility use comes from the Rector or his designated staff person.
- We expect that the sanctity of the church and its grounds would be respected by those who use it.
- Security deposit fees (when required) are due at the time of filling out the building use form. The date will NOT be reserved on the calendar until the security deposit is paid. The only exception to this policy is for weddings where the security deposit is required to reserve the date and the building use fee is due 30 days prior to the event or else the event date will be opened to other groups to use of the facility.

Fee Schedule

The building use fee schedule is specified below. Deposits, when required, are due at the time of reservation. Payment for all charges is due seven (7) days prior to the event.

Facility	Capacity	Fee		Deposit	Required	Optional
Nave*	350	\$500	Per Event	\$250	Sexton	Organist
Tilson Hall	150	\$250	Per Event	\$125	Sexton	Kitchen, Coffee Service
Parish Hall	300	\$500	Per Event	\$250	Sexton	Kitchen, Coffee Service
Large Classroom	25	\$100	Per Event lasting up to four hours	\$50	N/A	Coffee Service
Small Classroom	15	\$50	Per Event lasting up to four hours	\$25	N/A	Coffee Service
Youth Room	25	\$50	Per Event lasting up to four hours	\$25	N/A	N/A

Resource		Fee		Deposit	
Organist		\$200	Per Event	\$0	
			Per Event lasting up to four hours; additional hours at \$25 per hour		
Sexton		\$100		\$0	
Kitchen		\$250	Per Event	\$125	
Coffee Service		\$10	Per 10 Servings	\$0	

**Note: Use of the Nave is limited to Weddings and Funerals for Church members. There are no fees for burial from St. John's Episcopal Church, either for the clergy, the organist, or for a simple reception – this is our ministry to you and your family. However, there may be fees associated with the procurement of additional musicians, catering of larger receptions, and flowers.*

Events sponsored by a church member in good standing (annual pledge payments are current) will receive a 10% discount on the Facility fee.

Any organization that uses any space within the church campus, including any part of the premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto, agrees to indemnify and hold harmless St. John's Episcopal Church. The organization using any space will be held responsible for damages to the facility incurred by any member of their group.

Outreach

Designated organizations, at the discretion of the Rector of St. John's, may reserve facilities at a reduced cost or at no cost to the organization. St. John's is delighted to support these ministries as a form of outreach. This policy will govern building use by these organizations.