

ST. JOHN'S CHURCH
FACILITIES USE POLICY
Adopted: December 15, 2016

Purpose

As a body, the parishioners, vestry, wardens and staff of St. John's Church ("St. John's") believe that a church serves not only its parish family, but also the community of which it is a part. St. John's desires to open its doors, literally and figuratively, in that spirit to individuals and groups whose requests have merit in terms of ministry and community service.

Those requesting use of these facilities should understand that St. John's is a religious, not-for-profit, tax-exempt organization. A renter will not take any actions that could damage the image or undermine the principles and beliefs of St. John's and must not advocate for specific political causes, actions or candidates. Use of the St. John's facility does not imply endorsement or sponsorship of the event in any way by St. John's.

Given its mission, St. John's will give priority for use of its facilities to events involving its worship, sponsored activities and parishioners. Subject to these priorities, renters that engage in worship, education and fellowship in an effort to strengthen the spiritual health and welfare of the members as a group, our parish or the community will be welcome to use our facilities.

The following policies have been written and approved in order to standardize and regulate the use of the buildings, grounds, and equipment of St. John's.

General Conditions

1. St. John's reserves the right to pre-empt any facility use for its own use in cases of unanticipated events, such as funerals. Notice will be provided as early as possible.
2. There are seven separate spaces that can be rented separately or in combination. Each has its own capacity and fee ([see Fee Schedule](#)).
3. Kitchen facilities can also be rented for a separate fee ([see Fee Schedule](#)).
4. Facilities are available between 8:30 a.m. – 10:00 p.m. Any use outside these hours must be approved by the Rector or Senior Warden.
5. Meeting or event scheduling will be handled through the parish office. Office hours are 8:30 a.m. – 5:00 p.m. Monday through Thursday and 8:30 a.m. and 12:00 p.m. on Friday, except for holidays. Scheduling requests should be made via a [Rental Agreement Form](#).

Overview of Rental Agreement

1. A representative of the renter requesting use of the space must complete, sign and return the [Rental Agreement Form](#) to the Parish Office before the event will be put on the church calendar. The representative must acknowledge that he/she has read and understood these policies as part of completing the Rental Agreement Form.
2. A deposit to hold the space for the date/time requested may be required at the time when the reservation is finalized. If the reservation is cancelled at least 30 days prior to the event, 75% of the deposit will be returned to the renter. If the reservation is cancelled fewer than 30 days prior to the event, the full deposit will be forfeited.

3. Each renter must pay a refundable security deposit ([see Fee Schedule](#)). This security deposit will be refunded in its entirety, unless there is damage to the facility or the rented area is not left clean. The renter agrees to pay for any and all damages to premises, furnishings and equipment.
4. Each non-parish renter must sign a [Hold Harmless Agreement](#).
5. All renters planning to use the facilities must specify their plans for set-up and use of furnishings and equipment BEFORE final approval will be granted.
6. The renter must obtain approval in advance, from the Rector or his designee, of any written or electronic publicity or promotional materials for the event being held at St. John's.
7. The transfer of license(s) to use St. John's facilities to others than those who obtained such approval is strictly prohibited.
8. St. John's will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.

Insurance

In order to protect St. John's from liability arising out of events held at the premises, insurance coverage is required as follows:

1. For non-parish events: each renter must submit proof of \$1,000,000 liability insurance coverage, naming St. John's as an additional insured.
2. Parishioners renting the facilities must submit proof of \$1,000,000 liability insurance coverage, naming St. John's as an additional insured, if alcohol will be served or St. John's determines that the event includes "risky" activities (for example, bounce castles).

Restricted Activities

Any person using the facilities who persists in an activity that is not permitted will be asked to leave the premises. Prohibited activities include:

1. Serving alcohol to minors or serving of alcohol at events at which minors are present without supervision of the minors.
2. Consuming alcoholic beverages on the grounds outside the buildings.
3. Smoking (including e-cigarettes) or chewing tobacco within the buildings. Outside the buildings, smoking is allowed in designated areas only if a proper receptacle is available.
4. Using illegal drugs in the building and on the grounds.
5. Using the piano, unless approved in advance.
6. Playing games of chance, unless approved in advance.
7. Engaging in violent behavior, using abusive language or engaging in similar conduct.

Fire & Safety Regulations

The renter must observe all fire regulations. Specifically, the renter may not have more than the maximum number of people allowed in the space as shown in the [Fee Schedule](#). In addition, no one may block, or otherwise impede, any hallway, entryway, room door, or emergency exit.

Supervision

The renter must provide proper supervision of the activity at all times.

1. All renters are required to have adequate supervision at all times, which includes at least one representative 21 years of age or over who must be present during all hours of negotiated use.
2. St. John's reserves the right to have a representative present at any meeting/function held on its premises, at an additional cost to the renter (see [Fee Schedule](#)).

Accident/Incident Reports

In the event of an accident that results in injury to one or more participants in the event, a representative of the renter must fill out an [Accident/Incident Report](#) as soon as possible and return it to the office.

Initial Set-up

1. Keys may be provided to a representative of the renter. In such cases, the representative: (i) will be required to pick up a key from the parish office during office hours or make alternative arrangements and (ii) must make arrangements to return the key to Parish Office. A refundable key deposit of \$50 will be collected prior to the event. The representative of the renter must complete a [Key Control Form](#).
2. Non-St. John's renters using the facility must set up and take down for their event unless prior arrangements have been made. St. John's can provide set-up and take-down if requested, at an additional fee. If set-up is required and the renter elects to set up for the event, one hour of set-up/cleanup time should be included in the time allotted to the event for billing purposes.
3. If caterers, musicians, or other third parties will make deliveries, or otherwise need access to the facilities more than one hour before the start time of the event, the names and contact information of all such persons or companies must be provided to St. John's in advance, together with the time at which access to building is needed. Note: An on-site caterer must provide proof of insurance effective during event.

Interior Use Guidelines

1. Renters may use only the areas of the building and grounds that they have rented.
2. Room capacities are shown on the [Fee Schedule](#).
3. Food and beverages will not be allowed in classrooms or anywhere other than the kitchens, the Parish Hall or the Undercroft without prior written approval.
4. Restrooms must be kept neat.
5. Nails, screws, tape, or permanent hardware may not be used on any building walls. If renters hang posters, signs, etc. from walls or windows, they may use only Removable Poster Tape.

Equipment, Furnishings, and Supplies

1. St. John's generally does not provide audio/video equipment, but limited equipment may be provided upon request.
2. Wi-Fi is available upon request.
3. St. John's can supply equipment, tables, and chairs, etc. on request
4. Renters may use only the furnishings (tables, chairs, etc.) and equipment found in the area they are using. Furnishings and equipment may be moved from one reserved space to another with prior approval. If St. John's has approved their movement, all furnishings and equipment should be returned to their original location.

Exterior Use Guidelines

1. Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
2. The drilling of holes in the parking area pavement (e.g., for tents), or any other alteration of the exterior grounds or facilities is not permitted.

Noise

Given that St. John's is in a residential neighborhood, we must be mindful of our neighbors and observe local noise ordinances. Therefore, renters must refrain from playing loud music and making loud noises, especially outside the buildings.

Closing/Clean-up

1. All renters are required to complete the [Closing Checklist](#).
2. All renters are responsible for cleaning up the space they used. All trash or garbage must be disposed of in the garbage receptacles.
3. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
4. All lights must be turned off and all doors locked securely upon departure. The renter's representative must ensure that no one from the group is left in the building at the end of the event.

Kitchen Use

1. Partial use of the kitchens (i.e., use of refrigerators, counters and sinks) is included when renting the Parish Hall or the Undercroft. Full use of the kitchens (i.e., cooking and meal preparation) is allowed only when specifically included in the Rental Agreement.
2. If full use of the kitchens is included in the Rental Agreement:
 - a. The upstairs kitchen may be used only for preparing/laying out/refrigerating food.
 - b. Only the downstairs kitchen may be used for meal preparation. In general, professional caterers must prepare meals off premises, but they may be allowed to prepare the food in the downstairs kitchen with prior approval.
3. All items in the refrigerators and pantries are the property of St. John's and are not available for use by renters.
4. Every renter must provide its own paper products (e.g., paper/plastic cups, dishes or tableware).
5. Renters must turn off the stove, fan and all other appliances after using them.
6. Renters must dispose of all leftovers. Renters must not leave any items they have brought in the refrigerators or on the counters. St. John's office staff can provide a list of local agencies that welcome donations of leftovers.
7. We encourage recycling. Renters must use the blue receptacles in the downstairs kitchen for recyclables.

PLEASE DIRECT ALL QUESTIONS TO PARISH OFFICE