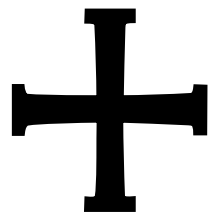


ST. JOHN'S
LUTHERAN CHURCH

FACILITY USAGE

GUIDEBOOK



Facility Usage Policy † St. John's Lutheran Church

500 Third Street West, Northfield, MN 55057
Phone: 1-507-645-4429 Fax: 1-507-645-9633
www.stjohns-elca.org

Approved by Congregation Council in 2011, revised on June 21, 2012

Building Usage Policies:

St. John's Lutheran Church of Northfield (SJLC) offers its facilities as a community resource. Organizations not related to the congregation are welcome to use the facilities, but are asked to share in the cost of maintaining these facilities. (These groups may include members of SJLC, but would still be considered a non-St. John's organization and fees would still apply). SJLC activities will always have priority.

A group wishing to use facilities must make a reservation at least 2 weeks prior to the event(s) by completing the Building Use Agreement/Reservation Form. Once the completed & signed form plus usage fee (if applicable) is received the building room(s) will be scheduled.

Any use of the sanctuary or rooms requires permission by one of the pastors; requests must be in written form, with detailed descriptions of the activities planned.

Users are responsible for set-up as needed, plus must leave the facility exactly as they found it. This includes picking up all litter, cleaning as needed, and replacing furniture moved. User also accepts full responsibility for any furniture, equipment, or property damage that occurs during the event or caused by any event attendees. Users will be notified of any damage and will be responsible for reimbursing all costs incurred in reparations.

Users agree to have a responsible adult on premises, and agree to provide appropriate supervision for all minors during the event.

Users are limited to using only the space outlined in the building use agreement, along with common hallways, restrooms, and coat hanging areas.

User agrees to indemnify and hold harmless SJLC against all claims, damages, and expenses, including reasonable attorney's fees and court costs, arising out of user's acts or omissions, or the acts of any of the user members, guests or invitees. This indemnification shall survive the termination of this rental agreement.

This agreement may be terminated by SJLC at any time and a full refund will be given. If the user terminates the agreement less than 24 hours in advance, 50% of the user fee will be refunded. If user terminates more than 24 hours in advance, the entire amount paid will be refunded.

St. John's reserves the right in its sole discretion to refuse use of facilities to any person or group at any time.

All events & activities must conclude by 9:30 p.m. Users agree to leave the facilities within 30 minutes of the time specified in the building use agreement. Any building use requiring a time later than 10 p.m. for user departure must be pre-approved by a St. John's pastor. Failure to do so will result in a late-use charge.

The church premises of SJLC are smoke-free. The use of alcohol is not permitted in the church building or on any of the grounds outside the church. SJLC does not permit any firearms or weapons of any kind on its premises.

A checklist of guidelines for building use is provided on another sheet. There is a separate checklist of guidelines which apply to the kitchen (plus dishwasher) and to St. John's Hall. Please complete these checklist(s) and return to the church office. Thank you.

Available Rooms:

St. John's Hall is a multi-use room with vaulted ceilings, a capacity of 250 - 300 at round tables with full kitchen adjoining. It can be configured for a concert setting as well.

Fellowship Hall is a multi-use room on the lower level with handicapped accessible entrance. Fellowship Hall has 8 foot folding tables available with folding chairs. It can be configured for row seating.

Fireside is a multi-use room on the main floor with 1 large conference table with seating for 10 plus 3 couches and 2 large oversized chairs.

Sanctuary contains seating for over 300, but any use requires pastor approval.

Commons area is used mostly for receptions, mostly standing room with approximately 20 chairs for sitting.

Choir Rooms are on the upper level with each room having a piano and chairs.

Sunday School Classrooms are on the upper and lower levels with child size chairs or large folding chairs.

Council Room #09 is on the lower level with 4 large unmovable tables that seats 20 to 25 people.

SJLC Fee Schedule:

Each room may be rented for full or half day. Special consideration may be made for those groups using our facilities on an on going basis, pre-approved by council.

| | ½ day | full day |
|---|--------------------------------|----------|
| Sanctuary | \$100 | \$200 |
| St. John's Hall, Commons with Full Kitchen Access | \$120 | \$240 |
| St. John's Hall, Commons with No/Minimal Kitchen | \$ 85 | \$170 |
| Commons Only | \$ 60 | \$120 |
| Choir Room(s) (per) | \$ 30 | \$ 60 |
| Fellowship Hall | \$ 50 | \$100 |
| Sunday School Rooms (all) Lower level | \$ 60 | \$120 |
| Sunday School Rooms (per) Lower level | \$ 15 | \$ 30 |
| Fireside Room/Kitchenette | \$ 30 | \$ 60 |
| Youth Room | \$ 30 | \$ 60 |
| Council Room 09 | \$ 25 | \$ 50 |
| Kitchen Advisor | \$25 (\$15/hour after 2 hours) | |

(Please see next page for notes regarding fees)

Note: Non-profits and St. John's ministry partner organizations are exempt from usage fees (custodial fees and kitchen fees will apply). St. John's also wishes to provide space and support for recovery and 12 step groups and will exempt them from usage fees for regular meetings in Sunday School rooms. For functions of St. John's groups or organizations, custodial and kitchen fees do not apply. The Kitchen Advisor (KA) for St. John's functions will be a volunteer from the KA list.

Weddings and funerals are separate – contact the Office Manager for this information and all such events must be approved by one of the pastors to be entered on the church calendar. The SJLC Office Manager has a wedding booklet and funerals are handled through the pastoral staff, working with the Office Manager, funeral hospitality volunteers, and funeral directors.

All groups using St. John's facilities for regular meetings need to complete a new reservation form each August for use during the upcoming program year. Room assignments, meeting times, and schedules plus special concerns need to be reconfirmed each year. Once the event(s) is confirmed, payment for room usage needs to be received 2 weeks prior to any event.

If a group that meets at SJLC regularly has a special event in a space other than their meeting space and/or at a time other than their normal time, a new 1-time reservation form should be filled out with the office and appropriate fees paid. If the same group has two or more types of meetings occurring regularly, a separate reservation form for each should be filled out.

St. John's members may use any of the facilities for non-wedding receptions, birthdays, showers, etc., provided they follow all policies and reserve space in advance. Custodial fees may apply.

GROUP: _____ DATE of EVENT: _____

CHECKLIST FOR ST. JOHN'S BUILDING USAGE

- Returned all furniture to its original location. If chairs and tables were stored, they were returned to storage.
- Swept were needed.
- Recycle – in bins under the counter (pop cans, plastic and glass). Recycle bins were emptied into recycle bin in dumpster area outside (NE corner of church grounds).
- Garbage – **emptied all garbage** into one large garbage can and emptied into dumpster area outside (NE corner of church grounds). Lined empty cans with plastic garbage bags (*upper shelf by freezer*).
- Made sure restrooms were left clean and toilets flushed, and that lights were turned out (restrooms in the new addition have automatic light timers so you don't need to worry about them).
 - 2 restrooms on main floor
 - 2 restrooms on the lower level
- Equipment in Youth Room was used with care and all items returned to their original location.
- Made sure all windows are closed.
- As you leave, make sure all lights are out.

If you have any equipment problems during your time at SJLC, please let us know. Also, please report any accidental breakage, problems, or unusual incidents before you leave.

Thank you for taking the time to complete the Building Usage Checklist today.

Chairperson in Charge: _____ Date: _____
(Please sign above)

Checklist must be returned to the church office as it is required for our files. Thanks.