



St. John's
ELCA NORTHFIELD · MN

Facility Use Policy

500 Third Street West, Northfield, MN 55057

Phone: 1-507-645-4429

www.StJohnsNorthfield.org

Approved by Congregation Council October 2023

St. John's Lutheran Church of Northfield (SJLC) offers its facilities as a community resource. Organizations and people not related to the congregation (facility users) are welcome to use the facilities, but are asked to share in the cost of maintenance.

Facility Guidelines:

- SJLC Property refers to inside and outside the church, including the entrance patios and parking lots.
- SJLC Property is a place of worship; facility users are expected to act respectfully.
- The use of tobacco or marijuana products or other recreational drugs (not used strictly for medical purposes) are prohibited on SJLC Property.
- Use of alcohol on SJLC Property is not permitted.
- SJLC Property does not allow the carrying of or use of lethal weapons, such as bladed weapons and firearms.
- Use of SJLC Property does not include assistance from SJLC staff (custodial, supervision).
- For health and sanitation standards, use of the Kitchen requires a St. John's Kitchen Advisor.
 - ◊ If a SJLC member is a participant at the event and is trained in kitchen guidelines, they may volunteer to serve as the Kitchen Advisor.
 - ◊ If there is not a SJLC trained volunteer, use of the kitchen will depend on the availability of SJLC staff to serve in this role. Fees for this service are included below.

Facility User Responsibilities:

- **Agreement:** facility users must sign a Facility Use Agreement and agree to the terms of this policy.
- **Supervision:** facility users agree to have a responsible adult on SJLC property, and agree to provide appropriate supervision for all minors during the event.
- **Timing:** facility users agree to leave the facility within 30 minutes of the time specified in the Facility Use Agreement, but in no case later than 9:00pm.
- **Set-up:** facility users are responsible for their own set up, if needed, and must leave the facility as they found it. This includes: picking up and disposing of all litter, replacing furniture if moved, and cleaning as needed. A checklist is provided by SJLC staff for convenience.
- **Space:** facility users are limited to using only the space outlined in the Facility Use Agreement, along with common hallways, restrooms and coat hanging areas.
- **Damage:** facility users are responsible for any furniture, equipment, or property damage that occurs during the event or caused by event attendees. Facility users will be notified of any damage and will be responsible for reimbursing all costs incurred in reparations.

Legal Notices:

- Facility users agree to indemnify and hold harmless SJLC and staff against all claims, damages, and expenses, including reasonable attorney's fees and court costs, arising out of users' acts or omissions, or the acts of any of the user members, guests or invitees. This indemnification shall survive the termination of the rental agreement.
- SJLC reserves the right in its sole discretion to refuse the use of the facilities to any person or group at any time, and SJLC reserves the right to terminate an agreement for any reason.

Availability:

- The SJLC Property is not available during regular SJLC services (all are welcome to attend!).
- SJLC activities will take priority over non-SJLC requests.
- All events and activities must conclude by 9:00pm.
- Spaces are available for half day (up to 4 hours) or full day (more than 4 hours) reservations.
- Most spaces are accessible via elevator and/or ramp; facility users are invited to view the spaces prior to making a reservation

	Description	Capacity	Configuration
St. John's Hall	Multi-use room with vaulted ceilings; main level	250-300	Round tables with chairs - or - concert setting
Kitchen	Full commercial kitchen	N/A	
Fellowship Hall	Multi-use room; lower level	80-100	8-foot folding tables with chairs
Fireside Room	Multi-use room; main level; includes adjoining kitchenette	10	Conference table with chairs - or - couches for informal seating
Sanctuary	Main sanctuary	300+	Pews
Commons	Reception area between Sanctuary and St. John's Hall		Standing room only; limited seating available
Choir Rooms	2 rooms available; upper level	20-30	Piano and chairs
Classrooms	6 rooms available; upper and lower levels	8-10	Child-size chairs or folding chairs available
Undercroft	Multi-use room; lower level	20-25	4 large tables with chairs
Youth Room	Multi-use room; lower level	8-10	Couches and casual seating

Fees

- **Timing:** Fees must be received by the SJLC office staff prior to the event date.
- **Method:** Fees may be paid with cash or check made out to St. John’s Lutheran Church of Northfield, and delivered to the SJLC office.
- Fees are waived for **members of SJLC congregation** for personal, non-wedding events, provided they follow all guidelines outlined in this policy. Donations welcome.
- Fees are waived for events benefitting **Northfield non-profit organizations**. A donation of \$50-\$100 is strongly suggested to help offset the cost of utilities and facility maintenance.
- **Recurring meetings:** requests by all parties for recurring meetings of four or more per year are asked to contribute a minimum of \$120 for the year

	Half Day Fee (up to 4 hours)	Full Day Fee (more than 4 hours)
St. John’s Hall	\$100	\$200
St. John’s Hall + Kitchen	\$125	\$250
Kitchen Only	\$25 per hour (\$50 minimum per usage); waived if SJLC trained kitchen volunteer is present	
Fellowship Hall	\$50	\$100
Fireside Room	\$30	\$50
Sanctuary	\$100	\$200
Commons	\$30	\$50
Choir Rooms	\$30 (per each room)	\$50 (per each room)
Classrooms	\$15 (per each room)	\$25 (per each room)
Undercroft	\$30	\$50
Youth Room	\$30	\$50

- *Please see the separate Wedding and Funeral sections below for details about those events.*
- **Custodial Fee:** SJLC retains the right to charge facility users an additional custodial fee if cleaning is required after facility users leave the facility. Fees will be charged at \$30 per hour.
- **Damages:** SJLC retains the right to charge facility users additional fees for damages caused by facility users (see Facility User Responsibilities).
- **Refunds** will be given with more than 24-hour notice prior to the event start time. If a facility user terminates the agreement less than 24 hours prior to the event start time, 50% of the fee will be refunded. If SJLC terminates the agreement, 100% of the fee will be refunded.

Request Process:

- Please call or visit the SJLC office to request facilities use: 507-645-4429.
- Note that use of the Sanctuary requires an additional written request to one of SJLC pastors.
- Fill out a Facilities Use Agreement, which includes a signature agreeing to the terms listed herein.
- Please see the Wedding and Funeral sections below for more detailed information regarding these events.

Weddings:

- **Scheduling:** please call the church office at 507-645-4429 to start the process. After an initial conversation with a pastor, you will be asked to fill out an information form which you can return with a deposit of \$100 to secure your chosen date.
- **Times:** SJLC is available for weddings between 11:00 am and 4:00pm on Saturdays, with 4:00pm being the latest start time. A typical ceremony is 30 minutes in length. Weddings on other days of the week may be possible in conversation with SJLC staff.
- **Size:** The sanctuary comfortably holds 250 and can extend to 300 if guests are seated in the balcony.
- **Preparation:** We have rooms available for the wedding party to change and prepare on the day of the wedding; rehearsals are typically held at 6:00pm on the evening prior to the wedding, and typically last one hour.
- **Music:** SJLC Director of Music will work with you in choosing music for the ceremony, and assist with rehearsals for soloists or others who may provide music. We have an organ and two pianos available for accompaniment. We do not have facilities for playing pre-recorded music
- **Wedding Service:** Wedding participants do not need to be members of SJLC. We will work with couples who desire to have a wedding service with the focus on God, regardless of their church affiliation. One of our pastors will be involved in planning with you. Other Christian clergy may co-preside with our pastors if you desire.
- **Counseling:** SJLC requires that all couples married here take part in premarital counseling. We use the Prepare/Enrich inventory which provides tools for enriching your relationship in many areas, from communication to financial life. The counseling can be arranged with one of our pastors, in-person or remotely, for a fee of \$250.
- **Fees:** Our wedding fee is \$800 and includes the assistance of a pastor, the organist and music director, a wedding coordinator, and custodial services for the use of the sanctuary and changing rooms. Wedding programs are the responsibility of the couple. In case of financial hardship, please speak with a pastor.
- **Receptions:** Please see the guidelines, availability and fees sections of this document for policies related to receptions and showers. Note especially that alcohol is not permitted on SJLC Property.

Funerals:

- Funeral services and receptions are planned exclusively through funeral homes, not through the SJLC office.
- Fees are also arranged through the funeral homes, and will depend on the services provided.

SJLC Mission, Vision and Welcome Statement:

Created, Renewed, and Empowered by God's Grace.

St. John's is a welcoming community in Christ whose mission is to:

- Celebrate in Word and Sacrament God's gracious actions for the world; \
- cultivate growth in faith;
- encourage service and witness; and
- proclaim Christ as the hope of the world.

St. John's Lutheran Church is a faith community rooted near the heart of downtown Northfield for more than 150 years. We serve more than 500 families of every generation, from all kinds of backgrounds. St. John's ministry is centered in vibrant worship, education for all ages, service to others and a welcome of God's grace for all. As people of faith, we are dedicated to the hard and good work of loving God and loving our neighbor in the city of Northfield and beyond.

As a Reconciling in Christ congregation, St. John's Lutheran Church is a community grounded in the promise of God's grace, and called to extend Christ's welcome to all people. Every day, Christ meets us all just as we are, extending love to people of every age, race or ethnicity, physical appearance, sexual orientation, gender identity, physical or mental ability, marital or relationship status, economic circumstance, educational achievement, political affiliation, or religious background. While we do not always agree, we choose to walk and grow in faith together, believing that God creates diversity, and loves and welcomes us. We warmly welcome you here.