

St. Johns United Church of Christ

FACILITY USE AGREEMENT

Requests for building use are managed through the church office and the Church Board. No commitment for building use is finalized until the Facility Use Agreement and Building Request Form have been approved and executed through the church office. When possible we will attempt to make our facility available to local organizations and individuals for one-time or short-term usage, but our first priority is to congregation programs and membership needs. All building use must be approved by the Church Board in advance. Please plan ahead as the Board only meets monthly on the first Wednesday of each month.

No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the United Church of Christ.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Building Request Form and Signature portion of the Facility Use Agreement

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Facility Use Agreement
- Fee Schedule
- Responsible Party Checklist
- Building Request Form
- Wedding Policy for Non-Members

Steps to Facility Use Scheduling

- Read and Accept the **Facility Use Agreement**
- Complete **Building Request Form** & Return to Church Secretary
- Approval of Building Use by Church Board

FEES FOR FACILITY USAGE

ROOM	CHURCH MEMBERS (Cleaning Deposit*)	NON-CHURCH MEMBERS (Facility Use/Cleaning Deposit*)
Sanctuary	\$50	\$150/50
Fellowship Hall & Kitchen	\$50	\$150/50

*Cleaning deposit will be returned after inspection to ensure the facility has been left clean and orderly with church furniture and property returned to its designated place. Cleaning equipment and supplies are located in the basement closet to the left of the stairs.

Approved by the Board of St. Johns UCC (6/8/2016)

RULES AND REGULATIONS

1. CHURCH PROPERTY - Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Church Board. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein. The only tables and chairs that may be taken from the premises are those located in the outdoor shed next to the propane tanks.
2. FACILITY CARE - The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Pews may not be moved without permission granted by the Church Board. Failure to comply may result in forfeiture of the cleaning deposit. Cleaning equipment and supplies are located in the basement closet to the left of the stairs.
3. KITCHEN RULES - Kitchen must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the trash barrels by the propane tanks behind the church. Church supplies (food, table cover, paper goods) are not to be used except by church sponsored activities.
4. PIANO AND ORGAN USE - Permission to use the piano, organ, hand bells, or other church owned instruments must be granted by the Church Board. The piano should not be moved except by permission from the Church Board and may require the assistance of church members.
5. SANCTUARY SOUND SYSTEM - The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members or by individuals pre-approved by the Church Board and may result in an additional fee. No other equipment may be attached to the church sound system without prior approval.
6. NO SMOKING AND NO ALCOHOL USE ALLOWED - All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors, restrooms, and parking lots. Alcohol consumption is not allowed on the congregation property, including all buildings and outdoor areas.
7. BUILDING USE - All groups agree that they will ensure that all event participants leave the building after the event and all doors are locked.
8. SUPERVISION OF CHILDREN AND YOUTH - The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - No fewer than two adults should be present at all times during any program or event involving children.
 - Adult supervision is required at all times both inside and outside of the church property including the parking lot.
 - Children and/or siblings of group members must stay with the group or under the care of additional adult supervisors.
9. FOOD AND DRINK - Food and drink should be limited to designated areas. **No food or drink is allowed in the Sanctuary.** Anyone using the church property is responsible for cleaning after each use -- both inside and outside.

10. DECORATIONS - Decorations may not be attached to the walls or doors with **tape or anything that will damage the surface**. Please seek approval from Church Board for adhering anything to the walls or ceiling. All decorations must be removed immediately and completely following the event. Avoid using glitter or small confetti as it is difficult to remove from the floors.
11. EMERGENCY SCHEDULING CONFLICTS - The congregation reserves the right to pre-empt any facility use agreement in cases of emergencies, such as funerals. Notice will be provided as early as possible.
12. STORAGE - Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
13. BREAKAGE - All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of the Church Board, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
14. SECURITY - The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property.
15. SAFETY – For the safety and security of congregation and guests, St. Johns UCC prohibits certain items from being brought into the church building, unless specific permission is granted the Church Board or Pastor.
 - Guns & Firearms
 - Martial Arts & Self Defense Items
 - Bows & Arrows
 - Explosive & Flammable Materials, Disabling Chemicals & Other Dangerous Items

Detach this portion and return with your Building Request Form to the church office or the address below.

✂-----

I have read this **Facility Use Agreement** and agree to the terms and conditions.

Print Name: _____

Signature: _____

St. Johns United Church of Christ
14191 Billingsville Road
Boonville, MO 65233
660-838-6457
E-mail: stjohnsbillingsville@gmail.com



*St. Johns United Church of Christ
14191 Billingsville Road
Boonville, MO 65233
660.838.6457
stjohnsbillingsville@gmail.com*

Building Request Form

Personal or Non-Church Sponsored Events

*Reservations must be received 30 days in advance of your planned event.

Event Name: _____

Event Date: _____

Day(s) of the Week: Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Event Start Time: _____

Event End Time: _____

Prep Time Needed (in hours): _____

Clean-Up Time Needed (in hours): _____

Estimated Attendance: _____

Building Resource (mark all that apply)

Sanctuary Fellowship Hall Kitchen Tables/Chairs Taken Off Church Grounds

Contact (Event Host or Sponsor): _____

Address: _____

Primary Phone Number: _____ Alt. Phone Number: _____