

St John Lutheran Church

Facility Use Covenant

Purpose

St. John Lutheran (SJL) recognizes its great God-given wealth in the facilities and property that it owns. In response, St. John is pleased to share its facilities with the community, when it is appropriate to do so. Specifically, the facilities of the church are available for activities for community organizations and companies that are compatible with the basic principles of our Christian faith. The purpose of the Facility Use Covenant is to provide direction for the use of St. John Lutheran Church (SJL) facilities and property. These policies and procedures apply to all groups using SJL's facilities.

Scheduling Procedures

A request to use the church facilities should be made to the Office Manager at least thirty days in advance of the special activity. If St. John can accommodate the request, a signed Agreement and Release form needs to be returned to the office before the facility scheduling can be confirmed. The SJL Facility Use Covenant applies to all groups and failure to adhere to the Policies will result in cancellation of future events for the group at SJL.

Scheduling Priorities

St. John Lutheran Church is first and foremost a church home to its members. Part of providing a church home is providing worship and fellowship space for funerals. Should it be necessary to do so, ANY special use activity may be cancelled due to a funeral. Normally, a three-day advance notice would be given. It is the responsibility of the group's sponsor to cancel, postpone, or change the location of the activity should a funeral necessitate such action.

General Rules & Regulations

1. **ANIMALS.** Animals are not allowed in the SJL building, unless they are service animals. An exception may be granted for particular events with permission from the Senior Pastor.
2. **BREAKAGE.** All persons and/or groups using the SJL facility are expected to exercise reasonable care and judgment in order to prevent defacement, damage or breakage. The person(s) signing the Agreement for Use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the church staff has been subjected to more than normal wear and tear by the person(s) or group(s) involved.
3. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows, unless specific arrangements have been made. The last group leaving the building is responsible for securing the building and locking the doors.
4. **CHURCH PROPERTY.** Church property will not be borrowed or removed from church premises except for use at official church-sanctioned activities conducted off-site and with prior approval.
5. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
6. **FACILITY CARE.** The church area used by any group must be left clean and orderly with furniture and property returned to its designated place. Areas and facilities should be left in the same condition as originally provided. Groups are liable for any damage incurred by their group and for any cleaning or maintenance that is outside normal wear and tear. The following fee structure will be assessed if the user does not leave the facility in its original condition: \$40.00/hour janitorial fee.

7. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. Groups serving food at events should clean up the food waste and place it in the garbage containers outside the building. If a private catering service is used for the event, the caterer must furnish all equipment and remove immediately after the event. Storing of catering equipment is not permitted.
8. **KITCHEN.** The kitchen must be left clean and orderly after use. Trash must be bagged and disposed of in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.
9. **NO GAMES OF CHANCE.** Gambling, raffles, or bingo on the church premises is strictly prohibited.
10. **NO SMOKING/NO ALCOHOL ALLOWED.** Smoking is prohibited in the SJL building and within 20 feet of doorways. There are to be no alcoholic beverages brought into the facilities or consumed on SJL property. The exception is wine served as part of Holy Communion under the direction of an ordained Pastor.
11. **RESPECT.** Groups are responsible for supervising their own group (including children) to ensure that guidelines are followed. The groups will treat the SJL facilities and the other groups using the facilities with respect. Disrespect of SJL or disregarding the facility use covenant will result in immediate termination of the building use.
12. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility. However, no system is foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property. If your group will be accessing the SJL facility outside of church business hours (8:00 am - 3:00 pm, Monday, Tuesday, Thursday), you are responsible for obtaining a key at least 1 business day prior to the event.
13. **SETUP.** All setup of tables, chairs, and other equipment is the responsibility of your group. If it is necessary to involve the church custodian in these activities, this must be specifically agreed upon ahead of time, at least one week in advance. Generally, the only responsibility of the custodian will be sweeping and mopping floors, garbage removal, cleaning bathrooms, etc.
14. **SPACE LIMITATIONS.** Groups given permission to use space are limited to the area assigned, bathrooms and hall access to that space. They should not assume areas not assigned to the group are free to use.
15. **STORAGE:** All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
16. **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 covenant including the following:
 - a. No fewer than two adults should be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside the church property, including parking lot.
17. **WEDDINGS.** There is no facility use charges for wedding services. See the Wedding Guidelines booklet for details, other costs, and procedures.
18. **WEDDING RECEPTIONS.** Wedding receptions are separate from the charges and guidelines for the wedding services themselves. Separate Facility Use charges do apply for receptions.
19. **WORSHIP CENTER SOUND SYSTEM.** The sound system is available for use upon request. The system must be operated by trained SJL members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
20. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or its delegated representative shall decide the matter and all individuals or groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility immediately.

Parking Lot

1. The SJL parking lot is for SJL use only. The church office must be notified of any parking over 24 hours. Violators will be towed.
2. The SJL parking lot is not to be used for a sale of vehicles, goods, or flea markets. Scheduled activities that are in support of SJL's mission, such as youth car washes and Missions garage sale, are permissible.

Fees and Charges

1. The SJL facilities may be used without charge by any SJL organization.
2. The purpose of any fee is to recover SJL's costs, including custodian support, building maintenance, building depreciation (carpets/floors/etc.), lawn care, snow removal, parking, heat, lights, garbage, any extra staff duties, etc.
3. Custodian fees will be assessed by the Church Council based on the amount of custodial time needed to setup, take down and clean after the event. Special room arrangements may have an additional charge.
4. The intent of the NO FEE category is to support groups or organizations whose primary purpose is to serve people in need, but which have no financial resources from which to pay rental fees. The NO FEE category is also intended for small family functions (40 attendees or less) held at St. John by members. Examples: bridal showers, baby showers, anniversary celebrations, etc.
5. The intent of the NOMINAL FEE category is to recoup a reasonable portion of the actual costs of providing the facilities for groups or organizations whose primary purpose is to help people of need, but which have limited financial resources from which to pay rental fees. The NOMINAL FEE category is also intended for larger family functions (greater than 40 attendees) held at St. John by members. Examples: wedding receptions, family reunions, etc.
6. The intent of the REGULAR FEE category is to recoup actual costs of providing facility use to outside groups, and to non-member families and individuals.
7. Fee payments are due in the SJL office at least one week before the scheduled event; unpaid fees may result in cancellation of the event. Donations can be made after the event.
8. The money received from facility use will be deposited into the Misc. Income account in the budget.
9. The usual length of time for usage of facilities under the fee schedule is 4 hours or less.

Area	No Fee category	Nominal Fee category	Regular Fee category
Worship Center (sanctuary)	-	100.00	200.00
Chapel Lounge	-	30.00	100.00
Laurel Lounge/Kadesh Kitchen	-	30.00	100.00
Basement/Fellowship Hall	-	50.00	300.00
Basement Kitchen	-	20.00	75.00
Sunday School rooms	-	20.00	50.00

Review

These guidelines, fee categories, and the fee schedule shall be reviewed periodically by the Service Team and a report brought to the Congregation Council.

This document was approved by the Congregation Council on 6/9/22

**FACILITY USE AGREEMENT and RELEASE FORM
for St. John Lutheran Church, Mapleton MN**

Name Organization/Individual: _____

Organization/Individual's Purpose: _____

Contact / Responsible Person: _____

Day Phone: _____ Cell Phone: _____ Email: _____

Address: _____

Date(s) Requested: _____ **Start Time:** _____ **End Time:** _____

Frequency: One Time Only Weekly Monthly Other

Which day of the week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

General Information

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

Is your group a Nonprofit 501(c)(3) organization? Yes No

Nonprofit Tax ID Number: _____

Rooms Requested:

Worship Center Classroom(s) # of classrooms

Chapel Piano / Organ of Sound System

Lounge / Kadesh Kitchen Other: _____

Fellowship Hall

Anticipated number of participants: _____

Will food or drink be consumed: Yes No

Special Needs of Requests: _____

Equipment Needs: Number of Tables Number of Chairs

Certificate of Insurance - Non-St. John groups are requested to provide certificates of insurance naming St. John Lutheran Church as additional insured. A certificate should be turned in to the church office at least a week before the first use. The form should be renewed annually.

Fee Arrangement

The parties understand that the fee for each use of the room(s) requested will be \$_____.

Release and Indemnity Agreement

This Release and Indemnity Agreement is between _____ (organization or individual) and St. John Lutheran Church for use of the property describe above for meetings and other activities.

NOW, THEREFORE, in consideration of permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges St. John Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity *Agreement*.

Signature: _____ **Printed Name:** _____ **Date:** _____