

# ST. JOHN'S EPISCOPAL CHURCH

321 West Chestnut Street, Lancaster, PA 17603

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stjohn@stjohns-lancaster.org

## BUILDING USE POLICY

In accordance with Church Canons, the Rector shall have final control and responsibility for the use of parish facilities. Scheduling arrangements and other details of use shall be carried out by the Parish Staff, according to these policies set by the Vestry.

**I. St. John's Episcopal Church makes the following spaces available for private use to members and non members:** Parish Hall, Kitchen, Auditorium, All-Purpose Room, Courtyard, and Nursery

Room diagrams are available, as are chairs, 5' round tables, 6' & 8' tables, screen, and a sound system  
Use options and fees, see **III** below

### **II. St. John's Episcopal Church's facilities may be used by:**

**Parishioners:** The building and grounds shall be made available to members of St. John's for their private use, upon approval by the Parish Staff.

**Special note:** There are no building use fees for funeral receptions.

**Non-Profit Organizations:** The building and grounds shall be made available to non-profit organizations, whose purpose is to provide educational, social, and cultural activities for the church and/or the community. Availability shall be determined by the Secretary in conjunction with the staff.

**Profit-making Organizations or Events:** Miscellaneous isolated events, or non-recurring use of the church buildings and grounds for profit-making events, may occasionally be permitted by the Parish Staff, in consultation with the Property Manager and Secretary, for compensation equal to the fair commercial rental value of the premises, considering direct and indirect expenses.

### **III. Building USAGE FEE Schedule:**

	<u>Members</u>	<u>Non-members</u>
Parish Hall	\$101 1 <sup>st</sup> hr, \$26/ hr thereafter	\$135 1 <sup>st</sup> hr, \$35/ hr thereafter
Parish Hall & Kitchen	\$116 1 <sup>st</sup> hr, \$41/ hr thereafter	\$155 1 <sup>st</sup> hr, \$55/ hr thereafter
Auditorium	\$101 1 <sup>st</sup> hr, \$26/ hr thereafter	\$135 1 <sup>st</sup> hr, \$35/ hr thereafter
Auditorium & Kitchen	\$116 1 <sup>st</sup> hr, \$41/ hr thereafter	\$155 1 <sup>st</sup> hr, \$55/ hr thereafter
All-Purpose Room	\$94 1 <sup>st</sup> hr, \$19/hr thereafter	\$125 1 <sup>st</sup> hr, \$25/ hr thereafter
Courtyard	\$82 1 <sup>st</sup> hr, \$8/hr thereafter	\$110 1 <sup>st</sup> hr, \$10/ hr thereafter
Nursery (for additional use of room, no attendant provided)		\$15 /hr

Non-Profit Social service Organizations will be charged \$5.00 per hour when space is returned as it was provided. Refer to room diagram(s)

A deposit of 50% is due 30 days in advance of the event. Failure to pay a deposit will result in removal of your event from the calendar. Balance of payment is due 7 days prior to the event and will include a security deposit equal to 50% of the total fee. Cancellation notice of 14 days is necessary for a full refund.

Checks should be made payable to: *St. John's Episcopal Church*. Note "Building Use" in the memo line.

**NOTE:** Preference regarding use of any area of our facilities shall be given to members of St. John's Episcopal Church and/or its various organizations. Use by non-profit organizations will take precedence over use by profit-making enterprises. Recurring or long-term use of the premises by profit-making enterprises, and use requiring written term leases shall not be made without approval of the Parish Staff and the Vestry.

#### **IV. Conditions Applicable to All Uses**

The serving of alcohol is prohibited, except with the approval of the Parish Staff and should be requested on the Facility Use Request Form.

All entertainment requires prior approval of Parish Staff and shall end 1 hour before the end of rental. The facility will be opened and closed by a staff member, except for regularly scheduled meetings, for which a key is assigned to the contact person in charge. This person is responsible for the opening/closing and care of the facility and may not transfer/copy the key for anyone else's use.

A facility orientation is required and must be scheduled by the time of final payment.

St. John's does not provide nursery care personnel with use of the nursery room. Children **MUST** be supervised at all times during the event.

St. John's observes a first come (with deposit), first served (with reservation) policy.

St. John's Episcopal Church maintains a drug and tobacco-free environment.

In case of inappropriate conduct, authorities will be notified and the event will be terminated immediately.

The church's work and programs are given priority in scheduling the facilities.

All spaces rented must be returned to the original state of the rooms (see room diagrams, page )

If damage occurs to the building, its fixtures, or the furniture, repair costs will be imposed. The security deposit will be used for the costs unless the damage exceeds the amount of deposit.

Returned checks will be accessed twice the bank's fee for returned-checks.

Space use rates and conditions are subject to change without notice.

**Any conditions may be waived at the discretion of the Rector.**

#### **V. Insurance**

A Certificate of Insurance is required for all events held on church property that do not come within regularly scheduled programs or services. Certificate will include the church as an "Additional Insured". The certificate shall indicate coverage limits (\$1,000,000 minimum) and name the insurance carrier, policy number, effective dates of coverage and describe the nature of the event at St. John's Episcopal Church. If requesting to serve alcohol, a provision for liquor liability coverage must be included on the Certificate of Insurance.

#### **VI. ACCEPTANCE**

I, please print your name, the undersigned representative for please print name of organization acknowledge receipt and understanding of the above terms and conditions applying to the use of these facilities, as adopted by the Vestry of St. John's Episcopal Church on: April, 2010.

**Signed :** \_\_\_\_\_

**Date :** \_\_\_\_\_

# St. John's Episcopal Church Facility Use Request Form

Rector \_\_\_\_\_  
Secretary \_\_\_\_\_  
Prop Mgr \_\_\_\_\_  
Verger \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(MUST BE PRESENT DURING USE OF FACILITY)

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_; Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_

(TIMES REQUESTED MUST INCLUDE SET UP, TEAR DOWN AND CLEAN UP OF PERSONAL ITEMS AND DECORATIONS IN OUR FACILITY.)

Approximate Number of People: \_\_\_\_\_, adhering to occupancy loads posted in accordance with Fire Codes.

Space Being Requested: (check all that apply)

	<u>Members</u>	<u>Non-members</u>
___ Parish Hall	\$101 1 <sup>st</sup> hr, \$26/ hr thereafter	\$135 1 <sup>st</sup> hr, \$35/ hr thereafter
___ Parish Hall & Kitchen(training required)	\$116 1 <sup>st</sup> hr, \$41/ hr thereafter	\$155 1 <sup>st</sup> hr, \$55/ hr thereafter
___ Auditorium	\$101 1 <sup>st</sup> hr, \$26/ hr thereafter	\$135 1 <sup>st</sup> hr, \$35/ hr thereafter
___ Auditorium & Kitchen(training required)	\$116 1 <sup>st</sup> hr, \$41/ hr thereafter	\$155 1 <sup>st</sup> hr, \$55/ hr thereafter
___ All-Purpose Room	\$94 1 <sup>st</sup> hr, \$19/hr thereafter	\$125 1 <sup>st</sup> hr, \$25/ hr thereafter
___ Courtyard	\$82 1 <sup>st</sup> hr, \$8/hr thereafter	\$110 1 <sup>st</sup> hr, \$10/ hr thereafter
___ Nursery (supervision required)	\$15 /hr	\$20/hr

Non-Profit/Social Service Organizations are charged \$5.00 per hour when space is returned as it was given.

\_\_\_ Special needs exist and are being requested for \_\_\_\_\_ List type and quantity

\_\_\_ Entertainment will be provided and limited to \_\_\_\_\_ List type and quantity

\_\_\_ Serving of alcohol is requested and limited to \_\_\_\_\_ List type, quantity and serving means

\$ \_\_\_\_\_ is due on \_\_\_\_/\_\_\_\_/\_\_\_\_ to reserve these facilities.

\$ \_\_\_\_\_ is the balance (includes security deposit), due on \_\_\_\_/\_\_\_\_/\_\_\_\_

The Certificate of Insurance must be provided to the Parish Secretary by \_\_\_\_/\_\_\_\_/\_\_\_\_

To be filled  
in by Parish  
Secretary.

## ACCEPTANCE

I, \_\_\_\_\_ please print your name \_\_\_\_\_, the undersigned representative for \_\_\_\_\_ please print name of organization \_\_\_\_\_  
acknowledge receipt and understanding of the above terms and conditions applying to the use of these facilities, as  
adopted by the Vestry of St. John's Episcopal Church on: April, 2010.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_