

**PLEASE PROVIDE INFORMATION FOR OFFICE AND/OR COUNCIL APPROVAL OF BUILDING USE:**

Name or type of organization/group \_\_\_\_\_

Purpose \_\_\_\_\_

Responsible individual/contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone: Day \_\_\_\_\_ Night \_\_\_\_\_

For one-time use, please indicate date(s) of use, and beginning and ending times:

\_\_\_\_\_

If on-going building use is required, please indicate day of week/month, frequency, for how long, and time needed for use (including setup and cleanup time) in order of preference:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Attendance \_\_\_\_\_ Not to exceed area limits – call Church Office (636-926-8995)

Number of Tables Needed: \_\_\_\_\_ Other equipment is to be provided and stored by the organization/group off premises.

Key/Entry Card needed: YES \_\_\_\_\_ NO \_\_\_\_\_

I, or my organization/group, assume responsibility for damage to any property while in use by my organization/group.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Room(s) to be used: Fellowship Hall \_\_\_\_\_, Main Kitchen in Church Building \_\_\_\_\_,

Sanctuary \_\_\_\_\_, Sunday School Room \_\_\_\_\_, Kitchen by Sunday School \_\_\_\_\_,

Middle School Room \_\_\_\_\_, Toddler Nursery \_\_\_\_\_, Youth Room (Lower Level) \_\_\_\_\_,

Multi-Purpose Room \_\_\_\_\_, Courtyard \_\_\_\_\_, Volleyball Court \_\_\_\_\_

# ST JOHN'S UNITED CHURCH OF CHRIST

945 WOLFRUM ROAD, WELDON SPRING, MO 63304

## ARTICLE XI – USE OF CHURCH FACILITIES

St. John's facilities and/or structures may be used at any reasonable time after the proper requests have been submitted to either the Pastor, Office Administrator, or Church Council and received official approval.

- A. The church may be used by congregation members and non-members for varying events but only following official sanction and agreement on both usage restrictions and the church's established fee schedules (Refer appropriate documents).
- B. Wedding requests by both congregational members and/or non-members will require prior review and approval by the church Pastor. Upon review the serving Pastor may or may not decide to officiate such events in accordance with his/her professional assessment.
- C. Requests for the use of the facilities should be made as far in advance of the proposed event as possible, with a minimum of thirty (30) days preferred. A fifty (50) percent deposit for the use of the facilities must be made at the time of reservation for non-members. Full payment must be received at least one week prior to the date of reservation.
- D. Food and beverages should be approved by church officials upon the initial inquiry to utilize the facilities for an event, meeting, etc. The church kitchen and kitchen equipment may only be used with special permission by church staff.
- E. Food and beverages are absolutely prohibited from the sanctuary and chancel areas during any special event.
- F. No alcoholic beverages will be allowed in the church Sanctuary or Fellowship Hall, with the dual exceptions being the use of wine during the ritual of communion or to toast a bride and groom following a wedding ceremony. Alcohol use is completely prohibited in the office wing of the church.
- G. Since the church facilities have been dedicated to God, gatherings must be conducted in a dignified, courteous, and orderly manner. No unruly behavior nor foul language will be tolerated.
- H. Firearms are prohibited in the church proper and its associated facilities without the express consent of the pastor or church council. Furthermore, except in exigent circumstances, such consent shall only be granted to those congregation members with a law enforcement background.
- I. Smoking in the church proper or its associated facilities is prohibited. This shall include cigarettes, cigars, and e-cigarettes. Smoking is restricted to those outside areas where the appropriate receptacles have been provided for tobacco waste products.
- J. While religious institutions and organizations are specifically exempt from compliance with the American with Disabilities Act, the church will permit those persons with a disability to bring a trained service dog to worship services or other church events. The owner must demonstrate to the church council that the animal in question is fully trained to perform a specific task or job prior to their bringing the animal into the building. The dog must also have visible markings as to its purpose.
- K. Persons or groups using the building are responsible for set-up and clean-up following their event, and the replacement of any supplies used. Should custodial services be needed, the individual or group responsible for the event shall remit the appropriate fee. Similarly, should damage occur to the church or its contents, the rental group will be responsible for the cost of repairs.
- L. A church representative will be present during special events to open and close the building, operate lights, etc., and to handle such needs and answer questions that may arise.
- M. The church structure is to be vacated by 10 pm Sunday through Thursday, and by 1100 pm Friday and Saturday for non-regular activities.

- N. In accordance with current federal holidays, the church office will be closed on the following major holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Should inclement weather require the church or its administrative office to be closed, the President of the Church Council and the Pastor shall consult and make such determination.

Adopted by the Congregation January 2020.

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### BUILDING USE FEE SCHEDULE

The St. John’s UCC Church Council has adopted the following user charges for renting specific areas or facilities within the church.

<u>Facility Area</u>	<u>Member</u>	<u>Non-Member</u>	
		(Max 6 Hrs)	(Max 12 Hrs)
Fellowship Hall	\$0	\$75	\$150
Meeting Rooms	\$0	\$50	\$100
Meeting Rooms &	\$0	\$75	\$150
Partial Kitchen Use			
Meeting Rooms & Full Kitchen Use	\$0	\$100	\$200
Church Representative	\$0	\$75	\$100

Custodial Fees will be \$15 per hour as required.

#### **Notes regarding usage:**

1. All persons or groups using the building are responsible for set-up and clean-up following their event, and the replacement of any supplies used.
2. Use of any of the facilities must be cleared through the church office and/or Church Council.
3. A security deposit (to be returned if facility is left in original condition) may be charged for full kitchen use and fellowship hall use.
4. Partial use of the kitchen indicates that it is being used for coffee, tea and light refreshments not requiring the usage of the master kitchen equipment or utensils.