



St. John's Facilities Use Guidelines

Building Use Guidelines

We are pleased to make our facilities available for church, community, and private events, and appreciate you considering St. John's for your next gathering. Please read the following information and use the event planning form to make your reservation.

Before announcing your event, please

- A. Check our church [calendar](http://www.stjohnsmtpleasantmi.com) (available at www.stjohnsmtpleasantmi.com) or by phone the Parish office (Monday-Thursday, 9:00 a.m. – 1:00 p.m.)
- B. The event reservation form must be completed (and 50% deposit given) before announcing that your event will be at St. John's.
- C. For weddings, a couple must first speak with our Rector. General guidelines may also be found on our website (click on "Sacramental Services")

Note:

- 1. St. John's is a smoke-free environment; smoking is allowed outside only
- 2. The serving of alcoholic beverages is allowed, but must be in accord with State law; we encourage you to serve – and consume – alcohol wisely, and Parish policy requires non-alcoholic beverages always be offered as well.

USE FEES:

Facility	Use Fee (4 hrs.)	Additional Hours
Parish Hall*	\$200	\$50
Parish Hall with Kitchen**	\$300	\$75
Additional meeting rooms are available, please inquire	\$100	\$25
Weekly or monthly usage request – rates to be determined (discuss with rental committee)		
Non-refundable cleaning fee	\$50	

*Use of the Parish Hall includes the hall, tables, chairs, table cloths.

**Use of the Parish Hall with the kitchen also includes use of the dishes, and all kitchen equipment.

CANCELLATION POLICY

Refund will be fully returned if cancelled with 30 days of the event; fifty percent refund if cancelled within two weeks; less than two weeks, fees will be forfeited.

GENERAL PROVISIONS:

1. Church facilities are available for use only when they are not needed for scheduled church activities. The facilities are available for use between the hours of 8 am to 11 pm. The building must be vacated **by 11 pm**, unless prior arrangements have been made.
2. Use of church facilities requires approval from the Rental Committee.
3. The Rental Committee may request additional security/damage deposit of \$250 when it deems appropriate.
4. Use of the church facilities in no way implies endorsement by the church of the group or organization, or of the activities conducted by the group. The Rental Committee reserves the right to refuse use to any organization whose values don't align to St. John's values.
5. All activities and events in church facilities must be in compliance with municipal, state and federal law.
6. Fire Regulations: All persons using church facilities must familiarize themselves with the church evacuation plans posted in the hall and exits. All exits and driveways must be kept free from obstruction in case of fire.
7. Chairs and tables owned by the church will be made available as required. User is liable for any damages and should not move any church furniture without prior consent (ie, Pulpit, Piano, etc.). It remains the user's responsibility to set up and put away the required chairs and tables.
8. Smoking is prohibited inside church property.
9. Absolutely NO food or drink is allowed in the sanctuary.
10. The using party must have an adult supervisor who has accepted responsibility of overseeing the event. This adult must be at least 21 years of age and be named on the use form. He/She/They must be present during the event at all times.
11. The using party shall be financially and otherwise responsible for all damage to the property of the church or the loss of any of the contents therein during the time use of the facility was in effect.
12. The using group is responsible for the proper restoration of the facilities to pre occupancy condition:
 - a. All dishes and kitchen equipment should be cleaned and returned to their proper location.
 - b. Any and all garbage should be properly bagged.
 - c. With prior notification, users may use all equipment and dishes in the kitchen. Any paper or disposable products need to be provided by the User.
 - d. Spills on the floors should be cleaned, swept and/or vacuumed. Appropriate clean-up equipment and materials will be made available.
 - e. Lights must be turned off, heat turned down and all doors and windows locked.
 - f. In the case of improper clean up additional fees may be charged at the discretion of the Rental Committee.
13. The using party shall save and hold harmless St. John's Episcopal Church from any liabilities and/or responsibilities arising during the occupancy of the building and its related areas.
14. St. John's Episcopal Church reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of the above provisions.
15. Users who expect more than 20 people must obtain General Liability Insurance of at least \$1,000,000 which St. John's Episcopal Church is listed as "additional insured" party. You must provide the church office with a Certificate of Insurance prior to the event. Doors will not be open if the office does not receive the certification.

Please read carefully and sign below (your event is not confirmed until this signed contract is received and accepted):

User does hereby indemnify, agree to defend and hold St. John's Episcopal Church harmless from any and all damage or injury to any person or persons whosoever, or property, arising from any cause or reason whatsoever in or about St. John's Episcopal Church property (including buildings and grounds), and User further agrees to waive any and all claims against St. John's Episcopal Church employees or volunteers, and upon demand will reimburse St. John's for any damage done to St. John's Episcopal Church premises or equipment.

Signature of responsible person: _____ Date: _____

Rector of St. John's: _____ Date: _____

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Office Use:

Fee Received: Amount: _____ Date: _____