

**St. John's Episcopal Church
206 West Maple Street
Mount Pleasant MI 48858
989.773.7448**

Building Use Guidelines

We are pleased to make our facilities available for church, community, and private events, and appreciate you considering coming to 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 (available at www.stjohnsmtpleasantmi.com) or by phoning 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. Events with children have special policies – please consult with the Rector.
- D. 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.
3. There will be a \$100.00 refundable cleaning fee of the space used – It will be totally refunded if the space is returned to the cleanliness and order it was in before your event. Extra cleaning fees may be deducted from this deposit if deemed necessary.

The following suggested donations are for events that do not exceed four (4) hours. If the event is over four hours, the suggested donation will be pro-rated, rounded to the next hour. Suggested donations for ongoing (i.e., recurring every week, month, etc.) programs, events that require more than one facility (e.g. Main event in Parish House, breakout sessions in the Undercoft Library), and for local nonprofit/charitable/student/ministry groups may be discussed with the Rector. Donations help cover our utility and cleaning costs and the ongoing use of our facilities and appliances; further, donations help support the outreach ministries of St. John's. *Donations must be received prior to the event.*

Facility	Suggested Donation (4 hours or less)	Additional Hours
Church (requires consultation with the Rector)	\$300	\$75
Parish House (Hall)	\$200	\$50
Parish House with Kitchen	\$300	\$75
Undercroft (basement of church), including Library and Chapel	\$100	\$25

The event group is responsible for providing A/V equipment and for cleaning up after the event including trash removal. (As noted above, a cleaning fee may be deducted from the \$100.00 cleaning fee deposit.) We have available a wide-screen TV monitor which may be used with your own laptop or computer for presentations.

Event Contract

Name of Group/Organization	
Published/announced Event Name	
Date, Time, Location	
Representative of Group/Organization	
Mailing Address	
Telephone	E-mail
Description of Event	
Number of chairs needed	
Number of tables needed (our tables seat ten)	
Setup required (how you want the tables and chairs set up)	

For Office Use	
Estimated Donation	
50% Deposit Received (Date)	
Donation Received (Date)	

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 whatsoever, 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: _____

Approved:

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

Office Use:

Donation Received: Amount _____ Date _____