

Events Center Usage

12/10/17

St. John's Lutheran Church will make the Events Center available for use by members of St. John's. A member may sponsor an activity in the Events Center as long as they share liability and responsibility for the event. The Events Center may be used with the following understandings:

1. Ministry events will take precedent over any group usage. However, the ministry must have a prior reservation in the facility no less than six weeks prior to the scheduled event to avoid any conflicts. Otherwise, the commitment will be honored to the renting party.
2. All activities in the Events Center must be scheduled with the Church Administrative Assistant (Debbie Holbrook) to coordinate the master calendar of events.
3. The Events Center may be reserved by a member of SJLC. Their organization and activity must agree with the ministry philosophy of SJLC and they must complete and turn in all forms four weeks prior to the event.
4. Church Administrative Assistant has authority to pass on any interested parties to the Event Center Coordinator to handle event arrangements. This coordinator is hired on per event basis and is paid through the facility fees.
5. All fees must be paid 7 days prior to the event. A non-refundable deposit of \$250 will be paid with application for the event. A certificate of liability of \$1,000,000 must be provided.
6. The Event Center Coordinator will provide guidance to the activity and direct the reservation party to coordinate for any St. John's staff support.
7. All food and beverage services will be referred to the list of selected caterers authorized by St. John's Lutheran Church.
8. Any alcohol distribution will be the responsibility of the caterer. Insurance and liability coverage must be provided to the Church Administrative Assistant seven days prior to the event.
9. Only beer, wine and champagne may be used at an event. Security must be provided and must be arranged by the caterer and charged to their fees.
10. The event must be completed no later than 10:00 PM and the clean-up will be coordinated by the Event Center Coordinator with St. John's custodial staff to be completed by 11:30 PM.