

Facility Rental Agreement

RESERVATION OF RIGHTS

St. John's has been blessed by being able to have a facility of this nature and hope to serve you through sharing our facilities with you. These guidelines and fee schedules were established in an attempt to provide the most appropriate blending of our desire to minister through this outreach to our community while, at the same time, being proper Christian stewards of our facilities. By observing these guidelines, we should be able to greatly prolong their excellent condition. The fees are designed to offset the expensed of the church directly associated with hosting the activity-such as utilities, janitorial duties, including set-up, break-down, and cleaning; periodic repair, maintenance, and replacement of equipment.

St. John's Evangelical Protestant Church, the Ministerial Staff and The Church Council reserve the right to terminate any event which tends to be disruptive or violate the Church's policy, rules or regulations, and further to refuse the future rental of any room or facility to any Party who has violated or not adhered to the General Rules and Regulations pertaining to the rental of rooms or facilities belonging to St. John's Evangelical Protestant Church.

All church facilities are to be used on a priority basis giving church and church group activities first priority.

Use of the church campus must be confined to area requested. Other items needed should be made known when the request is initially turned in.

All groups or functions must be placed on the church calendar and are on a first come, first serve basis. Activities are to be scheduled through the Facility Coordinator to insure no conflicts. Any conflicts will be decided by the Building and Facility Committee. The church office and pastoral staff will be furnished with an updated copy of scheduled events for inquiries of facility use.

If date requested is available, Christian non-profit groups must fill out Facility Request form. Upon approval from the church council, the groups contact person must read the guidelines concerning the use of this facility.

NOTE:

THE EVENT WILL NOT BE POSTED ON THE CHURCH CALENDAR UNTIL THE REQUEST FORMS ARE APPROVED BY THE BUILDING AND FACILITY COMMITTEE, AND ALL DEPOSITS AND/OR FEES ARE PAID.

Usages and Rental Agreement

AGREEMENT made this _____ day of _____, 20____, by and between St. John's Evangelical Protestant Church and _____ the Responsible Party.

The Party herein desires to utilize the following facilities of the Church. Specifically described as _____

On _____ 20____, during the hours of _____ to _____, for the purpose of _____; and the Church agrees to permit the use of these facilities upon the following terms and conditions:

1) The Parties is obtaining the use of such facilities for his/her private use and agrees to be present during the entire event. The Parties shall be responsible and accountable for insuring that the terms of this Agreement and the General Rules and Regulations are adhered to by all persons in attendance at the event.

All groups must have an adult that will be held accountable for use of the facility.

2) The Parties agrees to pay to Church the rental fee of \$_____ for the use of such facilities and agrees that said fee will be paid in full at least one week prior to the date of the event.

3) The Parties, likewise agrees to pay to Church upon the signing of this Agreement, a deposit of \$_____ for the use of said room and facilities. Church agrees to return said deposit to Party, provided the room and facilities being rented are left in clean and usable order following the event.

4) The Parties agrees to insure that a Sexton will be present during all pre-arranging, decorating or setting up for the event and that the Sexton will be present on the premises until the end of the event. The Parties further agrees to pay to the Sexton a fee sum of \$_____ for his services. That said fee will be paid simultaneously with the rental fee.

5) The Parties agrees to insure that his or her event will conclude at _____(AM) or _____(PM) but in no event, later than 9:00 PM (unless prior permission is granted) and that the premises used will be left in a clean and usable manner.

6) The Parties agrees to abide by and adhere to the occupancy requirements for the room being rented, to wit: Sanctuary, a maximum of ____ people; Christ Hall a maximum of ____ people; Ruehl Building, a maximum of ____ people, Youth Center, a maximum of _____.

7) The Parties further agrees that music and entertainment will be maintained at a moderate level and agrees to insure that the music or entertainment does not disturb the peace.

8) The Parties agrees to insure that his/her invited guests will not enter upon any part of the premises except the areas specifically stated above and which are the subject of this agreement. Children must be supervised at all times. Children are not allowed to wander the hallways or classrooms throughout the church campus, and must be accompanied by an adult at all times for the continued safety of the children.

9) The Parties and invited guests shall be permitted to use the Ladies' Room and Men's Room which shall likewise be maintained and left in a good clean, usable state.

10) The Parties shall be responsible for generally cleaning and restoring the facility to its proper order. The Sexton shall advise the Building Facility Committee or Facility Coordinator as to the manner in which the premises were left.

(continued on back)

11) Church shall advise The Parties the day following the event, or within five (5) days thereof of any damages, violations, or additional costs of any kind emanating from the private event, including any extra hours or fees incurred by the Sexton which were necessitated by the Parties use of the room and/or facilities.

12) The Parties agrees to comply with all laws, ordinances and regulations applicable to the premises. The Parties agrees to indemnify Church against any and all loss, liability or expense resulting from failure to comply with same.

13) The Parties further agrees to indemnify and hold Church harmless against any and all claims, suits, damages or causes of action for damages or alleged damages arising out of the use of Church's facilities or from any injury to any persons and or property.

14) The Parties hereby acknowledges an understanding of all the above terms and conditions and acknowledges receipt of a copy of the agreement and the General Rules and Regulations regarding the rental of Church's rooms and/or facilities.

15) The Parties agree that this Agreement sets forth their entire understanding and that any changes, additions or amendments to this Agreement must be made in writing. WHEREFORE, The Parties hereto have executed this Agreement the day and year first above written.

16). Rooms and equipment used will be left neat and clean. The reserving party is responsible for making sure the table tops are wiped clean, trash is emptied and disposed of in the dumpster, rooms are free of any decorations used with respect to the function, and equipment has been properly taken care of and/or returned to the designated area as specified by the Facility Coordinator.

St. John's Evangelical Protestant Church

BY: _____
Facilities Coordinator

Responsible Party for Rental

ROOM RENTAL

GENERAL RULES AND REGULATIONS

- 1) The room rental cost does not include a Sexton's charges for setting up for meetings, cleaning up afterward, etc.
- 2) Notify church office immediately upon arrival and post directional signs, if needed, for others. **NO TAPE IS PERMITTED ON ANY WALL OR HALLWAY.** Clear scotch tape may be used on doors. Party renting the room / facility is responsible for removing signs on doors after event.
- 3) Use of kitchen facilities requires that advance notice and request be made. Kitchen rules must be followed. **Children are NOT allowed to use or be in the kitchen area.** Due to types of dangers involved with cooking, food preparation, clean up, etc..
- 4) If literature is to be distributed, be sure to take any literature left over with you.
- 5) Adequate adult supervision is required for all groups with children and youth.
- 6) There are waste baskets or garbage cans in each room. Dispose of any unwanted items in proper container.
- 7) At completion of meeting, turn off all lights, whether day or night.
- 8) Be sure that windows are closed and locked before leaving room.
- 9) Remember that the building may be being used by more than one group at a time. Respect their presence.
- 10) Meetings must be completed by 9:00PM unless otherwise specified and permitted.
- 11) **The Parties renting the room shall be responsible for any damage or breakage to any of the Church's property as a result of the use of the room or facility. This includes possible re-painting of walls if necessary due to damage during your event.**
- 12) In general, leave rooms as you found them, in a useable, picked up condition.
- 13) **St. John's Church will not be responsible or accountable** for personal items, dishes, trays, silver, etc. brought in and left following the event.
- 14) For-profit activities will not be accommodated.
- 15) **Nothing may be affixed to walls or furniture in the assigned areas, or along hallways leading to the assigned space.**
- 16) The use of glitter/confetti in Christ Hall and the Atrium is prohibited.
- 17) Any open flame votive or candle must be in a glass container.
- 18) Any audio-visual equipment needed must be reserved at the time of the reservation and someone must be present who is trained in the operation of the equipment.
- 19) St. John's Church reserves the right of refusal to rent a room or facility due to damage incurred or incident at a prior event.

MEETINGS, EVENTS, BANQUETS, AND RECEPTIONS

Non-members or outside non-profit groups wishing to use our facilities for either large or small meetings can request our facilities by following the aforementioned procedures. Availability will be subject to scheduled church program use. Requests may be made by completing a Facility Request form and submitting it to the Facility Coordinators. ***NO EVENT WILL BE CONFIRMED UNTIL THE FACILITY REQUEST FORM HAS BEEN COMPLETED AND APPROVED.*** Christian non-profit groups or outside parties need to submit a letter along with this form explaining this intended use of the facility. A fee schedule provided for the use of our facilities and other services is available below. A security deposit is required in advance when forms have been approved. This deposit is refundable and will be held until after scheduled event is over then returned to the contact person within 10 days.

Due to the present size of our church membership, private parties or functions for individuals are limited to wedding receptions or special anniversary celebrations (i.e. 50th Anniversary). Fees for the use of the facility for individuals are listed below in the Member/Non-Member categories.

WEDDINGS (Members and Non-Members) See church office for Wedding Policy.

KITCHEN

The kitchen facilities may be required with certain type of events. When a request for the use of the kitchen is made, the following guidelines for its use and care:

Church Hostess or a representative will be required to be at any event that uses the commercial kitchen. **Kitchen use is prohibited except with approval of church host or hostess** before any function. This includes the use of any food item or paper products.

Kitchen appliances can be used ONLY after... the reserving party or caterer has been shown the proper

operating procedures for each appliance. Appliances include, but are not limited to: gas stove, gas convection ovens, steamer, commercial dishwasher, warming table, and gas griddle.

Use of the refrigerator and/or freezer for storing items prior to the event must be arranged ahead of time through the Facility Coordinator or the church host or hostess. Permission will be given providing there is adequate space available.

NO containers, pitchers, bowls, plates, utensils, etc. may leave the facility (i.e. leftovers). The caterer or responsible party must bring the necessary containers to carry food out in.

Paper Products for events other than church wide events should be provided by the reserving party. The church will not provide paper products (i.e. plates, napkins, bowls, cups) for any function other than church scheduled activities and events held on our church campus.

Use of paper products for church function must go through church host or hostess.

Trash is to be emptied. A dumpster is located on the outside of the building. **ALL** trash must be taken out following the event. Trash cans should have a new replacement liner put in all trash cans.

- Kitchen floor must be swept clean and then damp mopped as specified by hostess.
- Used dish clothes should be rinsed out and placed on the counter in the dish room.

Release of Liability. USER HEREBY RELEASES THE CHURCH FROM ALL LIABILITY RELATING TO THE FACILITIES OR ANY OF THE CHURCH PROPERTY, INCLUDING, BUT NOT LIMITED TO, LIABILITY FROM THE CHURCH'S NEGLIGENCE, WHETHER CONTRIBUTORY, SOLE, OR JOINT, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE CHURCH'S PROVISION OF THE FACILITIES TO USER.

Please remember we are a smoke / tobacco free campus. Please communicate this to all attending your event. Also, NO ALCOHOLIC BEVERAGES of any kind are to be brought into or consumed in any way in this facility or on its grounds. The facility is to look as good as the way you found it, and it must be set up by your group for the next regularly scheduled event as you leave.

APPLICATION FOR FACILITY RENTAL

St. John's Evangelical Protestant Church

512 2nd Ave SE

Cullman, Al 35055

Date of Application _____

Date of Event: _____

PLEASE PRINT

Name of Applicant: _____

Name of Organization _____

Address & Phone of Contact

_____, _____ phone: _____

Church Member? ____ Yes ____ No

Type of Event: Check one:

____ Meeting ____ Wedding Reception ____ Baptism Reception ____ Funeral

Other _____

Date: _____

Start Time: _____ End: _____

Number of People Expected _____

Will you be serving a meal? ____ Caterer ____ St. John's Staff

Space requested: ____ Christ Hall ____ Sanctuary ____ Atrium ____ Kitchen

____ Youth Center ____ Old Fellowship Hall

____ Ruehl Building : ____ Main level-North Side ____ Main level-South Side

Items needed: ____ Tables ____ Chairs ____ Audio / Visual / Sound Technician

Please return the completed application to the church office, with _____ in cash as a security deposit, at least two weeks prior to the event. We will refund the money one week after the event, when we have determined that everything has been left in good order. **The security deposit cannot be used to cover any other expenses.** Rental and any other fees, in addition to the \$ _____ deposit, are payable at least two (2) weeks prior to the event.

(security deposit and fees to be determined)

Non-Member Fee Schedule

All facilities fees are to be prepaid for St. John's Church use.

All other fees are made out to the individual.

SANCTUARY (includes dressing areas and custodian fee)	\$1,000.00
CHRIST HALL (includes kitchen and custodian fee)	\$1,000.00
ATRIUM	\$ 350.00
OLD FELLOWSHIP HALL (4 HOURS)	\$ 225.00
WEDDING COORDINATOR/DIRECTOR	\$ 200.00
ORGANIST	\$ 150.00
PIANIST	\$ 150.00
SOUND SYSTEM OPERATOR(UP TO 4 HOURS)	\$ 125.00
\$60.00 FOR EACH ADDITIONAL HOUR	

All charges and rent for use of the church facilities and all other fees must be paid in **FULL** at **least three weeks prior to the event date.**