



815-235-2824

office@stjohnuccfreeport.org

FACILITY USE GUIDELINES and AGREEMENT

St. John UCC offers a warm welcome to community groups who wish to use our facility. We are happy to offer hospitality and share our space with our mission partners, persons or groups who:

- hold beliefs and values consistent with the faith, ethics and values of this church;
- affirm and enhance the dignity of people and the experience of community.

Requests for use must be submitted to the church office, and the attached *facility use agreement* must be completed and signed before the requested date.

FACILITY USE AGREEMENTS:

Reservations for facility use will be made on a first-come, first-served basis, with priority given to:

- Activities scheduled for the congregation
- Individuals and groups with an "on-going" use agreement
- Activities scheduled by individual members of the congregation
- One-time use by non-member individuals and groups

The facility will not be scheduled during:

- Sunday morning hours; Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Ash Wednesday, Maundy Thursday, Good Friday, and Easter
- Vacation Bible School (we will notify you at least a month in advance of these dates)
- When the church building will be closed for cleaning or repair (we will notify you of times)

All individuals and groups who have an "on-going use agreement" shall accept the canceling, relocating or rescheduling of their event in case of the church's need for their space.

All groups are expected to vacate the premises by 10:00 PM, unless an exception is noted when the facility use is signed and approved.

Individuals/groups assigned the use of specific rooms and space **MAY NOT** use other room or space without prior approval. No individuals/groups shall use the Sanctuary or the Chapel Hearth room without prior approval. If it becomes necessary to change the original time, date, or room location, **YOU MUST CLEAR THIS WITH THE CHURCH OFFICE FIRST.** It is your responsibility to clean the space you are using before you leave. (A fee will be applied if additional cleanup is required.)

All persons and groups are to use the church building with care and respect recognizing it as a place of **dignity, and a safe place for all persons and life:**

- Must provide adequate supervision for children and youth, which is considered two adult supervisors per every 8 children.
- Be financially responsible for any items lost or broken and replace it at full value.
- Must not use the building as storage unless agreed upon and approved. And NO ADDITIONAL ITEMS beyond the approved may be stored.
- Food and beverages are permitted but the area must be properly cleaned after the meeting.
- Alcoholic beverages are strictly prohibited, except by prior approval for religious services.
- Any event or activity may be immediately terminated when misconduct or misuse of the facility becomes evident, with any future use guarantee being subject to the sole permission of Property Management.

Any individual or group abusing these privileges shall be required to pay a \$75 deposit before permission is granted for any subsequent use of the facility.

CERTIFICATE OF INSURANCE:

Incorporated groups who use the facilities on a "one-time" or "on-going" use are required to provide proof of group liability insurance naming St. John Church, Freeport, IL, as co-insured. A certificate of insurance, secured from the group's agent, must be on file in the church office before permission for use will be granted.

MUST DO:

- Turn off all lights & any fans in rooms being used. Shut all windows.
 - Parking lot entry area lights OFF (switches near men's restroom).
 - Exit ramp to parking lot area: lights OFF (switch near women's restroom).
 - Check Sunday school hall - if dark, then check both restrooms - lights & fans off.
- Lock west (parking lot) entry doors and check from outside.
- If other people are still in the building, ask them if they will be locking up and if so, shut off only the lights in the areas your group used.
- Return all keys within one day of completion of event.

PROHIBITIONS: MUST NOT USE OR CARRY:

- Illegal drugs, alcohol, smoking tobacco, or any other materials
- Fire arms, pyrotechnics, explosive devices, hazardous materials or practices
- Lurid or illicit behavior, or excessive noise
- Private militia meetings or political party rallies
- For profit enterprises
- Signs on or in the building, or on the church grounds without prior approval by the church
- Modification of the building or its furnishings, including holes in the walls or ceiling
- Any group that the Church Council feels is in conflict with the Church By-laws/Constitution or Christian principles
- Any group that is not approved
- ST. JOHN name may not be used in any manner of advertising or publicity that indicate or imply that St. John endorses the group/event, except as reference for location of the event.

FACILITY USE AGREEMENT

THIS AGREEMENT is made by and between:

ST. JOHN UNITED CHURCH OF CHRIST of 1010 S. Park Blvd., Freeport, IL 61032
(hereinafter referred to as "**ST. JOHN**")

- AND -

_____ (hereinafter referred to as "**User**")

c/o _____
(name of officer/representative)

User has requested the use of certain parts of **ST. JOHN'S** facilities for an event or program sponsored by **User**, and **ST. JOHN** has agreed to the short-term use of a certain part of its facilities, and hereafter described on the condition that **User** be responsible for its own action and accept all responsibility for any liability that may result from said use.

NOW, THEREFORE, the parties agree as follows:

ST. JOHN agrees to the use of the following part of its facilities, 1010 S. Park Blvd. Freeport, IL:

By _____

_____ (Example: Fellowship Hall, kitchen, etc.)

for the sum of _____ Dollars \$_____

The term of this use shall be

Start date _____ End date _____

Start time _____ End time _____

- User** agrees to indemnify and hold **ST. JOHN** harmless from any liability resulting from the actions of **User**, its members, guests, employees, officers, or staff during the period of this agreement. **Incorporated groups** further agree to provide **ST. JOHN** with a copy of its general liability insurance coverage no less than 24 hours before the beginning of the event.
- ST. JOHN** agrees to provide electricity, heat, and/or air conditioning to the facility during the period of the event being sponsored by **User**.

3. **ST. JOHN** agrees to provide keys to **User** if staff of **ST. JOHN** is unavailable to open and close the facility. **User** is responsible for picking up a key, turning off all lights, closing windows, and locking doors when leaving, and returning key within one day.
4. **User** agrees to stack tables and chairs following the event and to return the facilities of **ST. JOHN** in a clean condition. **User** shall also accept responsibility for the breakage of any dishes, equipment, tables, chairs, or damage to the building during the period of its lease.
5. This Agreement may be amended by the parties by written agreement at any time prior to the beginning of the event being sponsored by **User**.

IN WITNESS WHEREOF the parties hereto have executed
this agreement on the date stated below.

ST. JOHN UNITED CHURCH OF CHRIST

**PLEASE SIGN AND RETURN TO THE ST. JOHN CHURCH OFFICE.
YOU WILL NOT BE ABLE TO MEET HERE
UNTIL THIS AGREEMENT HAS BEEN TURNED INTO THE CHURCH OFFICE**

Group Name: _____

Officer's/representative's name _____

Address: _____

Phone # _____ Email: _____

Date: _____

Approved by ST JOHN Officer _____

Date: _____

ST. JOHN UNITED CHURCH OF CHRIST

1010 S. Park Blvd. Freeport, IL 61032

Telephone (815) 235-2824

NON-MEMBER FACILITY USE FEE SCHEDULE

I. Monthly / Bi-Monthly / Long-term use

A. Organizations that are considered a community outreach by Church Council.
Fee: Freewill offering

B. Any organization that is not considered a community outreach.
Fee: Special arrangement
by Church Council

II. One Time / Short-term use Fee:

A. Fellowship Hall, minimum 2 hours	\$25.00 / hr.
B. Kitchen (A representative of ST JOHN must be present)	\$ 50.00
C. Sanctuary	\$ 100.00
D. Chapel Hearth Room	\$ 25.00
E. Sunday School Rooms	\$ 25.00
F. Pre-School Rooms	\$ 25.00

III. Custodial Fees

A. For 1 time use of Fellowship Hall
by groups not regularly scheduled \$45.00

IV. Exemptions to Fee Schedule

- A. Church organizations
- B. Groups sponsored by a church organization
- C. By Church Council vote

FEE SCHEDULE

	<u>Members</u>	<u>Non-members</u>	
FELLOWSHIP HALL:			
For Receptions	No charge	\$ 50	_____
RECEPTION CONSULTANT:	\$ 30	\$ 50	_____
LAUNDERING LINENS:	\$ 30	\$ 30	_____
SERVING:			
Organization serving the reception (To 150)	\$ 75	\$ 75	_____
Per group of 50 over 150 served \$ 20		\$ 20	_____
Buffet Receptions (to 150)	\$ 50	\$ 50	_____
Per group of 50 over 150 served \$ 10		\$ 10	_____
		Total:	_____

Fees subject to change.

ST. JOHN UCC SECURITY & LIGHT CHECKS WHEN LEAVING THE BUILDING

NON-MEMBER GROUPS

(Using only kitchen, fellowship hall, or a Sunday school room.)

If other people are still in the building, please ask them if they will be locking up and if so, shut off only the lights in the areas your group used.

1. Shut off all lights in rooms being used.
 - A. Check any exhaust fans & shut off.
2. Check Sunday school hall (every other ceiling light is on a motion sensor), then:
 - A. Check men's & women's restrooms. Lights off. Fans off.
3. Atrium entry area lights OFF (switches near men's restroom)
4. Exit ramp to parking lot area:
 - A. Lights OFF (switch near women's restroom)
5. Check and shut all windows.
6. Lock west (parking lot) entry doors and check from outside.
7. If you do not have a key to lock entry doors, call this St. John phone number from the phone in the kitchen and report this.

Call Pastor Hank (815)616-5626

SECURITY & LIGHT CHECK FOR ST. JOHN MEMBERS:

1. Check that no one else is still in the building.

(If someone is, ask if they plan to lock up & check lights.)
2. Check Sunday school rooms - lights OFF.
3. Check sanctuary (Light panel in hall outside choir area door) - lights OFF.
4. Check offices - doors locked - lights OFF.

Any electric equipment shut OFF.
5. Check ALL restrooms - fans & lights OFF
6. Check hallways & parking lot entry - narthex - lights OFF.
7. Check east (front) door toward Park Blvd. to be sure it is closed securely.
8. Check chapel, kitchen & fellowship hall, all areas - ALL lights OFF.
9. West entry (parking lot) ramp lights OFF (switch near women's restroom door)
10. Check and shut all windows.
11. CHECK BOTH WEST EXIT DOORS - BE SURE THEY ARE LOCKED.

FOR PASTORAL & MUSIC STAFF:

In addition to all the above checks:

1. Check the sound system:
 - A. Shut off all microphones.
 - B. Shut off switch on console near choir seats.
 - C. Shut & lock the sound cabinet. Be sure ALL switches are OFF.

BEFORE LEAVING THE BUILDING

1. If other people are still in the building, please ask them if they will be locking up and if so, shut off only the lights in the areas your group used. **If you are the last one out**, make sure **ALL** lights are off and **ALL** doors are locked!
2. Check and shut all windows.
3. Check Sunday school rooms and hallway lights. The classrooms should all be turned off and half of the hallway lights are on motion sensor but half should be shut off and the spot lights facing the bulletin boards. Those switches are by the double doors.
4. Check sanctuary - lights **OFF**. (Light panel is in hall outside choir area door.) (Spotlights above stained glass stay on.)
5. Check **ALL** restrooms - fans & **ALL** lights **OFF**.
(There are separate switches in the women's restroom for lights, by the door and by the paper towels, and one for the fan. The switch by the stalls should stay on auto it is a motion sensor light!)
6. Check hallways, narthex & entryway - lights **OFF**. Switches for the narthex are located by men's restroom & across from front doors.
7. Check east (front) door toward Park Blvd. to be sure it is closed securely & locked.
8. Check Chapel, kitchen & fellowship hall areas - ALL lights & fans **OFF**.
9. West entry (parking lot) ramp lights **OFF** (switch near women's restroom door).
10. CHECK **BOTH** WEST EXIT DOORS - BE SURE THEY ARE LOCKED.
11. If there is an emergency, or if you do **not** have a key to lock the entry

doors, [call Pastor Hank \(815\)616-5626](tel:8156165626) from the phone in the kitchen and report this.

GUIDELINES FOR USE OF ST. JOHN CHURCH NURSERY AND PRE-SCHOOL ROOM

The nursery is provided and maintained to offer a safe and healthy environment for children to learn, play, socialize and grow in faith. Please help us to continue this ministry by observing the following guidelines.

1. The nursery is for the use of children 5 and under only.
2. Food & drink may be served & eaten at tables ONLY.
3. Playdough, glue & other potentially messy crafts should be done at tables ONLY.
Plastic covers are available for messy projects.
4. Since toys may be used by several dozen children each week, children's hands should be clean when playing. Hand washing is a must when:
 - a. child is sneezing, coughing or showing signs of illness
 - b. child has just eaten or used the restroom
 - c. child's hands are visibly dirty.
5. Children must be supervised at all times in the nursery.

Thank you for your cooperation.

St. John United Church of Christ

CLEAN-UP CLECKLIST:

- ___ Wash off tables and sink area.
- ___ Vacuum carpet.
- ___ Check bathroom and flush toilets. Please put dirty diapers in the dumpster outside.
- ___ Turn off lights in bathroom, bathroom hallway, and nursery.
- ___ Close windows and turn off fans.

Please report any broken items, supplies needed, or maintenance problems to the church office.

