



815-235-2824

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## **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 annually.**

### **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 adults 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 added or stored after June 1.
- 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 the Ministry of Building and Grounds.

**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's name may not be used in any manner of advertising or publicity that indicate or imply that St Joh 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'S**")

- 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'S** 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'S** 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'S** 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'S** with a copy of its general liability insurance coverage no less than 24 hours before the beginning of the event.
- ST. JOHN'S** 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'S** agrees to provide keys to **User** if staff of **ST. JOHN'S** 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'S** 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's Officer \_\_\_\_\_

Date: \_\_\_\_\_