



## Facilities Use Guidelines

- St John Church and School events take precedence over any other event. All outside events are scheduled on a first come/first serve, and on a yearly basis. **Reservations must be made 45 days prior to the event.**
- Reservations for the event will be made through the church/school office by filling out and signing the Facilities Request Form. Approval for events will be made after the request is reviewed and approved by church leadership.

### Guidelines for use of facilities at St. John:

- The facility will be unlocked 15 min. prior to the time requested for the event.
- The church/school property and all contents therein must be respected at all times.
- All items brought into the building shall be removed by person(s) responsible immediately following the event. The property should be left in the same condition as it was when the event began.
- The organization or individual leader shall be responsible for the conduct of all those present.
- No food or beverages of any kind in the gym.
- Proper, rubber-soled shoes are the only footwear acceptable in the gym.
- No alcohol, smoking or drugs allowed on the church and school property.
- Follow fire code regulations to ensure the safety of all participants.
- The Church and School premises are monitored and recorded by security cameras.
- Broken or damaged items of building and/or contents shall be paid for at the user's expense.
- All directions, rules and guidelines posted or verbally given by a representative, employee or agent of St John, are to be observed and obeyed.
- By holding an event at St John you or your organization assume all liability for injury, illness, loss, death, or property damage as a result of activities conducted and release from liability St John Lutheran Church and School.
- A Certificate of Insurance will be required for any outside *organization* which is using our facilities or is coming at our request. The Certificate of Insurance must be dated for the date of the event. It should also cover all legal expenses for St. John Lutheran Church.

### **FEES:**

#### **Gym and Cafeteria**

\$125 per 3 hours or less (50 people or less)

or

\$150 per 3 hours or less (51 people or more)  
(\$50 for each additional hour)

#### **Meeting Room/Kitchenette**

\$100 per 3 hours or less  
(\$25 for each additional hour)

**Any questions regarding your event, contact the office at 716-693-9677.**