

St. John United Methodist Church Building Use

The St. John United Methodist church building is available for events that are in keeping with the mission of *introducing people to Jesus and growing as disciples together*. As stewards of God's house, the congregation will use the building reverently and with consideration for its many uses. Those who use the smoke-free and alcohol-free facility are asked to contribute to the cost of cleaning and maintenance.

Inquiries concerning reserving space for an event should be directed to the church office. The pastors and staff have the responsibility to determine whether or not the church is able to host a particular event, keeping in mind the many uses of the building throughout the year. An inquiry or request for an event is not a commitment, but only tentative until a request form has been accepted and a non-refundable retainer fee paid.

Please carefully read the following guidelines:

A **Church Host** will help you have a successful event. This person will open the doors and lock up at the agreed upon times. They will adjust lights and heating or air conditioning and help in any way possible. You are responsible for setting up tables and chairs as needed and for returning everything to its original place. Your group may use only the area(s) of the building agreed upon.

This Check list for every building user will be reviewed with the church host at the end of the event :

- The area used has been returned to its original condition and everything returned to its place.
- There has been no use of tape, pins, or glue on the walls or furniture.
- All personal supplies have been removed. (the church is not responsible for items left.)
- The heat or air conditioning has been returned to its original setting.
- All lights have been turned off and windows locked. (don't forget the rest rooms.)
- Doors are locked.
- The parking areas used have been checked for litter. This includes smoker areas that need to be policed for cigarette butts, etc.
- Only agreed upon areas of the building have been used. (You are responsible to make sure that your group remains in the agreed upon area.)

The church host **is not** responsible for cleaning. You may choose to select our **janitorial service** at a cost of \$50 per area to perform clean-up. (The church janitorial service is required for weddings.) If you chose to take care of custodial responsibilities yourself, a \$50 retainer fee is required in advance. Upon completion of items on the janitorial checklist, the retainer fee will be returned. If items on the checklist remain incomplete, the retainer fee will be retained. The Church Host will review the check list with you after the event:

Janitorial Checklist:

- All garbage was bagged and taken to the dumpster in the rear parking lot.
- Floors, including outside entry areas, have been swept or vacuumed, (and mopped as necessary). Cleaning supplies are available.
- Restrooms have been checked and cleaned as needed.
- Any messes have been cleaned up.

Use of a church kitchen is by agreement only. If a kitchen is used, you must wash and put away all items used according to the strictest standards. Counters, sinks, and any appliances used must be cleaned. Remove all supplies you brought with you. (The church is not responsible for items left.) Church janitorial services include the kitchen floor only.) The church host will review the kitchen with you before, during and at the end of your event.

The following **fees** are set to continue the maintenance of the church facility. All are due at the time of scheduling the event, including the estimated hourly fee:

- Hourly fee (limited to agreed upon hours) \$25
- Janitorial fee (for each area used) \$50
- Musician (depending on requirements) minimum \$150

The church council may host nonprofit groups without fee as funds are available. For ongoing nonprofit events the council may have the church host open and close, leaving the group leader responsible in the interim.

A.A. and N.A. who have historically met here may continue without a church host provided that they continue to abide by the **Building Use and Janitorial checklists**. Neighborhood associations who have historically met here may continue if they are hosted by an active St. John Church member who will act as host.

Please fill out the attached form and return it with your payment to reserve space and dates for church usage. (Please note: Until the deposit is received your activity is on a *tentative* schedule. To secure your reservation the deposit must be received in the church office two weeks prior to the event.) If you have any questions, you may call Tammy, the secretary, at the church office (304-757-6343).

St. John United Methodist Church Request Form for Use of Facilities

Organization or Private Party Name

Requests the use of:

Check any area you desire to use.

_____Area 1 Sanctuary/Library

_____Area 2 Middle School Youth Room/Kitchen

_____Area 3 Educational Center(Downstairs)

_____Area 4 Perry Rose Room/Helen Trail Room

_____ Area 5 Nursery

We wish to use this area on _____ from _____ to _____.
(date) (time)

_____ We wish to use the janitorial services. (attach a check made to Linda Duncan for \$50.00 per area.).

_____ We wish to clean-up (attach a check made to St. John UMC for \$50.00 per area, returnable when all guidelines are met).

Deposit is due by: _____

Signature of Responsible Person

St. John United Methodist Church Pastor