

Building Use: Application Policy Agreement

St. John United Church of Christ, 520 Fairfield Avenue, Bellevue, KY 41073 • 859.261.2066 • www.StJohnChurch.net

NOTE: ALL WEDDINGS, FUNERALS, BAPTISMS, AND SPIRITUAL/RELIGIOUS SERVICES ARE ARRANGED ONLY BY THE PASTOR.

*Welcome to St. John United Church of Christ! A small Church doing BIG things.
No matter who you are or where you are on life's journey you are welcome here.*

Our mission: *Our caring congregation feeds the spiritual and physical needs of the community.
Jesus said, "You shall love your neighbor as yourself." -Mark 12.31*

Purpose: To welcome, serve, and enhance the ministry of St. John United Church of Christ through expanded use of the building with the community.

We welcome people of all races, ages, abilities, ethnicities, socio-economic levels, sexual orientations and gender identities.

Applicant Name (Please print): _____

Name of Group | Organization: _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Cell: (____) _____ Home: (____) _____ Office: (____) _____

Email: _____

(Check One) _____ Nonprofit Organization _____ LLC (Limited Licensed Company) _____ Neither

Does your group | organization have its own insurance? _____ Yes (Attach Certificate of Insurance), _____ No

Day/s S M T W T F S and Date/s of Event: _____ Year _____

_____ One-time event _____ Weekly event _____ Monthly event _____ Other _____

What time do you need to enter the building? _____ **What time will you be leaving the building?** _____

Time the Event Starts: _____ **Time the Event Ends:** _____

Describe the purpose | type of event: (meeting / educational / music, recital, concert / 12-step group, etc.)

Will food be included in your event?

_____ Yes _____ No

If yes what type of food service: _____ Carry-in Meal _____ Packaged Snack _____ Catered _____

Name of Caterer _____ Phone (____) _____ Email _____

Other _____

How many people are you expecting? _____

Will you be decorating? _____ No _____ Yes (describe how): _____

What equipment | services are needed?

_____ Chairs and _____ Tables (NOTE: Tables/Chairs are not available to be used or rented outside of Church property.)

_____ (Other) _____

In rare circumstances event times and/or rooms may need to be adjusted due to funerals. _____ (Initial)

Basic Room Set Up and Usage Etiquette: Each room has a basic set-up diagram posted by the door. Everyone using the building agrees to be neighborly while following the basic room set up and usage etiquette:

1. Art on the wall should not be removed without written permission stated in your Building Use Agreement.
2. Be mindful of noise and activity that may disrupt others.
3. Leave your space as displayed in the posted basic room set-up.
4. Remove all trash, tying plastic liner, and depositing liner in the outside trash container in the back alley. Line all trash containers with provided plastic liners, securing the liner snug at the rim of the container and return all trash containers to their designated location.
5. Check all restrooms and clean-up as needed.
6. Follow printed instructions given to you during walk through regarding heating and air-conditioning need.
7. Turn off all lights unless designated as a security light.
8. Lock and secure all doors and windows.
9. Report all problems, concerns, or safety issues to Building Use Coordinator immediately.
10. If your group is the last group out of the building please make sure all doors are locked from the outside.

I/we agree to do set-up / take down and cleaning according to the Building Use Agreement. _____ (Initial)

Adjacent Storage: Adjacent storage areas such as the other side of a partitioned room, closet, room next door, etc. may be used for storage of supply boxes, musical instrument cases, etc. only if written in this agreement. Entrances and exits, hallways and stairways must be kept clear at all times.

Designated Space: Sanctuary (Room 100) is typically used only for worship, performing or visual arts events. The Avenue Stage and Dressing Rooms are typically used only for the performing arts.

Tables and Chairs: Tables and Chairs are not currently available to be used or rented outside of Church property.

Short Term Parking: may be granted per the Church's Parking Lot Policy (separate document).

Housekeeping Fee & Optional Clean Up: Housekeeping fee (\$100) includes: Opening and closing the building, Set-up and take down of the room/s used (lights, fans, air conditioners, sound systems turned off; thermostats returned to original settings; all doors locked securely. All trash removed and placed in exterior containers in enclosed space in alley; all toilets used flushed and checked to see are not "running." Vacuuming, sweeping, mopping; wiping down tables and chairs used. Furniture moved to original placement and arrangement per diagram in each room. Typically groups of 50 or more are required to use housekeeping services. With approval from the Building Use Coordinator smaller groups may perform the above tasks themselves.

Room Fees: Fees for rental of space are for 1 to 5 hours per use unless noted on page 3. If your event is for multiple dates (weekly/monthly, etc) a reduced fee may be considered.

Payments: The deposit is due **21 days** prior to event, paid separately and by check only. Deposit will be returned in full within 14 days after the event unless any portion of this agreement has not been followed including returning the room/s to the basic room set up. The Balance is due **14 days** prior to the event date and paid by check or on-line payment only. If the event is cancelled **10 days** or less before the event, half of the Balance will be returned.

All checks should be payable to St. John United Church of Christ, memo: "Building Use Deposit/Balance".

I/we agree to abide by and conform to the St. John United Church of Christ Building Use: Application Policy Agreement and agree to hold harmless and indemnify the St. John United Church of Christ from any liability whatsoever arising out of my/our use of all or any part of the agreed to space or equipment. I/we have read the Building Use: Application Policy Agreement and further agree to submit fees as required. _____ (Initial)

FEES (All fees are subject to change)

Deposit (\$100) due with application. Paid separately and by check only. \$ _____
Deposit is non-refundable if event is cancelled less than two (2) weeks prior to event date/s.

- Room/s (Unless otherwise noted all fees are for a maximum of 5 hours)
- Sanctuary (Room 100, seating up to 160) \$300 \$ _____
- Lounge (Room 102, seating up to 30) \$75 (1 to 3 hours) \$ _____
- Nursery (Room 103, Note: for child care use only) \$25 \$ _____
- Small Meeting Room (Room 103, seating up to 12) \$25 (1 to 3 hours) \$ _____
- The Avenue Stage & Dressing Rooms \$100 \$ _____
- Fellowship Hall (Room LL100, seating up to 200) \$200 \$ _____
- Fellowship Hall North (Stage side of Room LL100, seating up to 100) \$200 \$ _____
- Fellowship Hall South (Kitchen side of Room LL100, seating up to 100) \$100 \$ _____
- Kitchen minimum use (counters/sink/refrigerator/coffee makers) \$25 \$ _____
- Kitchen full use (stoves/counters/sink/refrigerator/microwave/coffee makers) \$100 \$ _____
(Dishes/flatware/glasses/cups/table cloths are not available)
- Large Assembly (Room 203, seating up to 40) \$50 (1 to 3 hours) \$ _____
- Housekeeping \$100 \$ _____
- Adjacent storage: Description: _____ \$ _____
- Other: Description: _____ \$ _____

Balance Due 14 days before event date ____/____/____ \$ _____

Balance paid by check only. All checks payable to St. John United Church of Christ.

Applicant Signature: _____ Date: _____

Print name: _____ Title: _____

I/we have read all four pages of the Building Agreement, Policy and Application form _____ (Initial)

Pastor's signature: _____ Date: _____

Print name: _____

Building Use Coordinator's signature: _____ Date: _____

Print name: _____

*****For Office Use Only*****

Deposit received: ____/____/____ Check # _____

Balance received: ____/____/____ Check # _____

Other Details

Revised April 18, 2018