

# Building Use: Application Policy Agreement

St. John United Church of Christ, 520 Fairfield Avenue, Bellevue, KY 41073 • 859.261.2066 • [www.StJohnChurch.net](http://www.StJohnChurch.net)

**\*APPLICATION MUST BE SUBMITTED 30 DAYS OR MORE BEFORE EVENT\***

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

*No matter who you are or where you are on life's journey you are welcome here.  
People of all races, ages, abilities, ethnicities, socio-economic levels,  
sexual orientations and gender identities.*

*Our mission: To feed the spiritual and physical needs of the community.*

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

**Applicant Name (Please Print-Use Ink Only):** \_\_\_\_\_

**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** \_\_\_\_\_

**Time you need to enter the building:** \_\_\_\_\_ **Time you will leave the building:** \_\_\_\_\_

**Time the Event Starts:** \_\_\_\_\_ **Time the Event Ends:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Additional Info:** \_\_\_\_\_

\_\_\_\_\_

**Will food be included in your event?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes what type of food service: \_\_\_\_\_ Carry-in Meal \_\_\_\_\_ Packaged Snack \_\_\_\_\_ Catered \_\_\_\_\_ Other

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 always be kept clear.

**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 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 they 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.

**Payments:** The deposit is due with the application (minimum of 30 days prior to event.) Deposits 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. All payments must be received by the due date. Payments may be submitted online or by check payable to: *St. John United Church of Christ*; Memo: Building Use Deposit or Balance, with event date. To submit online go to: [www.StJohnChurch.net](http://www.StJohnChurch.net) – click *Contact Us* then click *Building Us* and follow the prompts. Or go direct via this link: <https://stjohnchurch.net/building-usage>

**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)**

**ROOMS AND FEES** (All fees are subject to change)

**Deposit: \$100 and due with application.**

\$ \_\_\_\_\_

Deposit is non-refundable if event is cancelled less than two (2) weeks prior to initial event date.

**Rooms:** Unless otherwise noted all fees are for a maximum of 5 hours per use.

If your event is for multiple dates (weekly/monthly, etc.) a reduced fee may be considered.

**Sanctuary** (Room 100, seating up to 160) **\$300** \$ \_\_\_\_\_

**Lounge** (Room 102, seating up to 30) **\$75** (1 to 3 hours) \$ \_\_\_\_\_

**Nursery** (Room 103, Childcare only) **\$25** (Childcare staff must be provided by applicant) \$ \_\_\_\_\_

**Small Meeting Room** (Room 103, seating up to 12) **\$25** (1 to 3 hours) \$ \_\_\_\_\_

**Large Assembly | Choir Room** (Room 203, seating up to 40) **\$50** (1 to 3 hours) \$ \_\_\_\_\_

**The Avenue Stage & Dressing Rooms** **\$50** (rehearsals only) \$ \_\_\_\_\_

**Fellowship Hall** (Room LL100, w/Stage, Dressing Rooms, seating up to 200) **\$200** \$ \_\_\_\_\_

**Fellowship Hall North** (Room LL100-Stage end, seating: 100, no stage or dressing rooms) **\$100** \$ \_\_\_\_\_

**Fellowship Hall South** (Room LL100-Kitchen end, seating: 100, no stage or dressing rooms) **\$100** \$ \_\_\_\_\_

**Kitchen** (minimum use: counter/sink/refrigerator/microwave/coffee maker-prep for caterers) **\$25** \$ \_\_\_\_\_

(Dishes, flatware, glasses, cups, tablecloths, paper goods, etc., are not provided or available)

**Housekeeping** **\$100** \$ \_\_\_\_\_

**Adjacent storage:** Description: \_\_\_\_\_ \$ \_\_\_\_\_

**Other:** Description: \_\_\_\_\_ \$ \_\_\_\_\_

**Balance Due 14 days before event date** \_\_\_\_/\_\_\_\_/\_\_\_\_

\$ \_\_\_\_\_

See payment section for online and check options.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title/Role: \_\_\_\_\_

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

Building Use Coordinator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Pastor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

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

Deposit received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_ Online payment \_\_\_\_\_

Balance received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_ Online payment \_\_\_\_\_

# Other Details