

Rules & Regulations
For
St. John's Fellowship Building

1. Church sponsored events and auxiliaries, Scouts and Grange sponsored activities can use the building at no charge. Donations, however, are always accepted. Wedding receptions, bridal showers, baby showers, birthday parties and family reunions involving members of St. John's will be charged a flat fee of \$50.00 for use of the building, with no deposit required, to help offset operating and maintenance costs.
2. Non-Church related activities will be charged a flat fee of \$150.00 for use of the building. This includes all civic organizations, school groups and non-profit organizations. This fee shall be payable to the Church office before the day of the use of the building. Non-church related groups, excluding groups in Item 1, should also make a deposit of \$150.00. This deposit will be handled by the church office/secretary. A representative from the council or property committee will check the building before and after use. The deposit will be returned following a satisfactory inspection of the building. (The cleaning service charges \$150 to clean the building). The fees received will be placed in the Current Fund to help offset expenses.
3. All reservations should be made through the Church Office. Non-Church related groups should make their reservations at least one week in advance. Reservations are made on a first come, first served basis. The building will not be rented for an extended period of time.
4. Anyone or groups using the building will be expected to leave all facilities in the same condition as they found them. **This includes placing all garbage in the dumpster located on the premises.**
5. All cleaning supplies will be furnished. They will be located under the sink in the kitchen.
6. **If tables are used, they should be left up and the chairs placed on top of the tables.**
7. **The floor should always be swept and any black marks removed. Mop floor, if needed, by following directions posted in the storage room.**
8. **Bathrooms should be cleaned.**
9. **Kitchen floor should be swept and mopped.**
10. **All dishes should be washed and placed in cabinets.**
11. All parties should be off the premises by 11:00 p.m.
12. All parties using the building (the leader or the person in charge) should check the building before leaving to be sure all lights are off and all doors are locked, and that all thermostats are placed on 55 degrees and air conditioner is OFF.

13. All church related parties (involving members of St. John's) using the building will make arrangements and secure a key from the church office. Non-church related groups will make arrangements to secure a key, make their deposit and receive a copy of the rules from the church office. The church office will keep the signed paperwork. The person securing the key will be responsible for opening and closing the building. Any party misbehaving can be asked to leave the premises by an appointed person from the church. Any group incurring damages will be expected to pay all expenses, and special consideration will be given as to whether the group can use the building again.
14. No alcoholic beverages will be allowed on the premises at any time, inside or outside of the building.
15. Firewood in the woodshed located on the premises may be used by anyone desiring to use the fireplace.
16. The building will not be rented to an outside group for a fund raising event.
17. No meeting of any kind should be held in the Fellowship Building during any scheduled Worship Service.
18. The final authority for these rules and regulations is the responsibility of the St. John's Lutheran Church Congregation Council.
19. The heat or air conditioning should be turned on NO MORE than 4 HOURS before the scheduled event.
20. The building will not be rented for political fund raising events.
21. Copies of the above rules will be placed in the Main Hall, Grange Rooms and kitchen of the Fellowship Building.
22. Members who have keys should not loan them to non-members at any time.

Revised January, 2004

_____ received a copy of Rules & Regulations and a set of keys for
St. John's Lutheran Church Fellowship Building on _____.

Date of event: _____

Contact phone #: _____

Signature: _____