

**ST. JOHNS LUTHERAN CHURCH
FACILITY USE FORM**

Date _____

Date(s) requested _____ Time _____

Organization _____

Person responsible _____ Phone # _____

Email _____

By signing this form you are in agreement with the guidelines and fee listed.

Signature _____

Reason for request _____

Number of participants _____

Facilities requested:

Church _____ Fellowship Hall _____ Kitchen _____

Gym _____ Cafeteria _____

Fee \$ _____

Approved by _____ Date _____

St. Johns Contact _____ Phone # _____

Comments:

Closing Checklist

- All furniture clean and returned to the proper placement
- Clean up and remove all trash
- Restrooms are checked for cleanliness (toilets flushed, no trash on floor)
- Turn off all lights
- Exterior doors closed and locked
- Alarm set (when applicable)

ST. JOHNS LUTHERAN CHURCH GUIDELINES FOR BUILDING USE

St. Johns Lutheran Church has dedicated itself to the task of reaching the people in our community. One way of attaining this goal is to make our facilities available for groups and organizations to use. We welcome the use of all St. Johns' facilities for activities that support the will and ministry of our Lord, Jesus Christ. Our desire is to cooperate with you in making the best use of these facilities to do the Lord's work and to maintain them for future use to His glory.

Activities of St. Johns Lutheran Church, Eagle College Prep and Compass Program shall have the priority over other groups and organizations.

The following guidelines are stated to clarify responsibility, and make the entire operation of the facility accessible.

- 1. All groups and organizations desiring to use any of the facilities should have the activity scheduled on the master calendar in the church office and if any fee is required paid prior to event.**
- 2. An adult supervisor shall have the responsibility for supervising each activity. At no time should children be unsupervised.**
- 3. Ball playing is restricted to the gymnasium. No soccer playing is permitted in the gym. No ball playing of any sort is permitted in other areas.**
- 4. Any service of food or drink shall be the responsibility of the group.**
- 5. Activities of the organizations shall be limited to those that do not jeopardize the safety or well-being of the participants. Use of water guns, water balloons, or other such games is prohibited.**
- 6. Overnight activities will be handled on an individual basis.**
- 7. No alcohol is permitted on St. Johns property.**
- 8. No food or drink is permitted in Sanctuary.**
- 9. Closing Checklist is to be completed at conclusion of event.**

Facility Rental Fees

	<u>Member</u>	<u>Non Member</u>
Church	\$0	\$250.00
Fellowship Hall	Donation	\$200.00
Gym	Donation	\$25.00 per hour
Cafeteria	Donation	\$100.00

Please contact the church office (314-773-1026) stjohnslcstl@gmail.com for availability and/or questions regarding fees and guidelines.