**Facilities Use Policy**

**St. John’s Lutheran Church**

**1613 Key Street, P. O. Box 210**

**Waller, TX 77484**

**Voice: 936-372-2903 Fax: 936-372-9337**

**General Guidelines**:

1. Members of St. John’s Lutheran Church may use the facilities with the approval of the Pastor. In the event that the Pastor is unavailable, the approval of the Property Chairman must be obtained.
2. All events must be placed on the church calendar after a Facility & Equipment Reservation Form has been filled out.
3. Once the event has been approved, the facilities can be used according to the Fee Schedule.
4. It is suggested that a donation be made to cover the cost of the utilities when no fee is involved in the use of the facilities.
5. Church functions will take precedence when requesting the use of the facilities.
6. If a bridal or baby shower is being held, there is no fee if the honoree is a member of St. John’s Lutheran Church.
7. Non-profit organizations serving social or educational needs will be permitted to use the facilities, provided their usage does not conflict with the use of the congregation for worship and congregational activities. Although they are neither expected nor solicited, the congregation will accept financial donations from such organizations.
8. Profit making organizations or organizations which charge admission or registration fees will not be permitted to use the facilities unless the intended use is determined to be in the interest of the general welfare of the community, such as organizations offering educational, health/fitness, enrichment activities, etc. Such organizations will be subject to the fee schedule outlined in the Fee Schedule.
9. Funeral meals may be served in the fellowship hall for up to 150 people. If the bereaved family wishes St. John’s to provide a meal for over 150 people, it will be the family’s responsibility to provide a location for the meal.

**Usage Guidelines**:

1. The user is responsible for all table and chair set-up. The user is also responsible for leaving the inside and outside “as found”.
2. All leftover food and trash must be picked up and removed to the dumpster, decorations removed, and tables and chairs returned to their original position (unless instructed otherwise).
3. All lights, air-conditioning units or heating systems shall be turned off before leaving the buildings.
4. No rice is permitted to be thrown at weddings. Bird seed may be used on the outside of the Education Building only.
5. No chancel furnishings shall be removed from the chancel for weddings, as these furnishings are a part of the total furnishings of the church.
6. The user is responsible for the following decorating guidelines:
	1. No decorations or table covers are to be stapled, nailed, glued, or taped to church property as these items mar and damage finishes and fixtures.
	2. Failure to comply with these instructions will require the forfeiture of all or part of any applicable deposit.
7. Alcoholic beverages may not be served. There are no exceptions to this policy.
8. St. John’s Lutheran Church is a non-smoking facility. Smoking will be permitted outside only.
9. Children will not be allowed to play unsupervised on church property (including playground equipment).
10. The user agrees that they will be responsible for any and all costs arising from damage to the premises and facilities for the contract period.
11. St. John’s Lutheran Church will not be responsible for any injuries or losses incurred by the user, its guests, and/or employees. It is further agreed that St. John’s Lutheran Church will not be responsible to any rental company the user may engage, even though a church representative signs for deliveries the rental company makes for the user. This includes any and all services contracted or secured by the user.

**Withdrawal of Privileges**:

1. Disorderly conduct.
2. Destruction of property not replaced or repaired.
3. Leaving facilities unlocked after usage.
4. Allowing keys to be used by an unauthorized group or persons.
5. Use of facilities for other than authorized purpose.
6. Use of facilities on dates not previously approved and placed on church calendar.

**ANY DAMAGE WILL NOT BE TOLERATED NOR WILL NON-CLEAN-UP OF THE FACILITIES. THIS WILL RESULT IN REVOKING THE PRIVILIGES.**

**THERE WILL BE A CHARGE OF $25 FOR LOST KEYS.**

Revised 12/29/10