

Facility Use Policy – St. John Lutheran Church
Adopted by the Church Council on January 21, 2016

1. The church facilities are available for use to members and non-members so long as such use does not conflict with activities of the congregation. To check availability, consult with the pastor, church secretary, or church council president.
 2. No alcoholic beverages are to be served on church property. There is no smoking in the building or near the entrances.
 3. For-profit events may be held at the church only with the prior permission of the church council. This includes fundraising events for causes other than this congregation.
 4. Those requesting use of the facilities are responsible for the following at the conclusion of the event:
 - a. Tables and countertops must be cleaned.
 - b. The floor must be swept.
 - c. All trash must be removed to the dumpsters.
 - d. Bathrooms should be checked and toilets flushed.
 - e. Everything used (dishes, tables, chairs, etc...) must be returned to their places.
 - f. If air conditioning or heat was adjusted, please return it to its original setting.
 - g. Lights must be off.
 - h. Windows must be closed and doors must be locked.
 5. The fee for non-member use is \$25.00. The form at the bottom of this page must be turned in to the church secretary with the fee.
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Form for Facility Use (Non-members only)

Name: _____ Phone: _____

Date of event: _____ Time of event: _____

Name of event: _____

Event approved by:

_____ Pastor or _____ Council President or _____ Church Secretary

\$25.00 fee must be attached. Checks can be made payable to St. John Lutheran Church.