

**St. John's United Methodist Church**  
**Building Use Guidelines**

St. John's serves the community by allowing individuals and groups to utilize church facilities when it does not interfere with other church events and programs.

General Policies

1. No alcohol or illegal drugs will be brought into or used on any church property, including parking lots.
2. Persons obviously under the influence of alcohol or drugs will not be allowed to use the facilities or participate in any event held in any area of the facility or grounds.
3. Smoking is not allowed in or on any church property, including parking lots.
4. Events held in the evening on Sunday through Friday must end by 11:30 p.m. Events held on Saturday evenings must end by 10:30 p.m.
5. A waiver of liability shall be signed by the person responsible for the event.
6. Charges for any damages incurred during the event or by any participant of the event will be the responsibility of the person in whose name the event was approved.
7. Fees for the event should be submitted to the church prior to the day of the event. Checks should be made payable to "St. John's United Methodist Church."
8. Arrangements for catering are the responsibility of the person responsible for the event.
9. The stove and dishwasher may not be used by outside groups or individuals.

Fees

Rental of Fellowship Hall	
Member	Donation
Non-member	\$200 or as determined by One Board
Cleaning Fee (in addition to rental fee)	\$50

**By signing below, I agree to the fees and policies outlined above. I also agree not to hold St. John's UMC responsible for any liability.**

**Date and Time of Event:** \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Responsible Person)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Responsible Person)

**Phone:** \_\_\_\_\_

-----Office Use Only-----

**Church Representative**

\_\_\_\_\_  
(Signature)

**Date:** \_\_\_\_\_

Fee Received \$ \_\_\_\_\_

Check #: \_\_\_\_\_