

ST. JOHN HILL UNITED CHURCH OF CHRIST BUILDING USE GUIDELINES

Because St. John Hill Church is the church of Jesus Christ, all its buildings, grounds and facilities are to be treated as the Lord's house. We welcome all people here, however we insist that you treat these facilities with respect, and understand that they belong to the Lord Jesus.

Ultimately, the Consistory and Trustees have oversight for the buildings and their use, and have the final say in establishing and interpreting guidelines for use of the facilities. The church staff will usually be able to speak on their behalf. However, in certain circumstances, it will be necessary to consult directly with the Consistory and Trustees.

GUIDELINES:

1. Hill Church groups and members have scheduling priority and preferences. There will also be unforeseen emergencies (i.e. funerals) which occasionally must be given priority.
2. Use of the church building or property must be coordinated through the church office (610-987-0481). Dates for use of the building must be noted on the master church calendar located in the church office.
3. No smoking is permitted in any of the buildings. Alcoholic beverages are prohibited completely. Loud and profane language is prohibited. All illegal substances and activities are prohibited.
4. No tape, tacks, nails, poster putty or other materials should be used to attach anything to any wall, woodwork, bulletin board, or another other part of the building. If your group needs to hang anything like this, you must first consult the church staff for guidance.
5. Any damages are to be reported immediately to the pastor or custodian. Repair and/or replacement is the responsibility of the group using the building, and the responsible person named by the group.
6. Any group requesting the use of the building must be responsible for having their own volunteers to set up/clean up. Any exception to this must be arranged in advance.
7. Groups using the church will receive permission to use a specific area, and are to limit their use of the building to that area. It may be possible to use other areas of the building, but that usage is not to be assumed, and must be arranged. Group members are not to roam through the building. Groups should not use areas other than those specifically assigned.
8. All groups high school age and under must be accompanied by at least two adults approved, in advance, by the church staff.
9. Clean up includes the following:
 - a. vacuum or sweep, as appropriate

- b. place all trash in the containers in the kitchen
- c. return tables and chairs to their proper positions
- d. clean table/counter tops
- e. remove all food you bring from refrigerator and premises
- f. unplug and wash all coffee pots
- g. wash dishes and put them in their proper place
- h. check toilets (flush) and pick up trash from floor
- i. wipe sinks if necessary; launder and return used dishtowels
- j. launder and return dish towels
- j. turn off lights, close doors (lock, if you are the last leaving), turn off any fans, or electrical equipment you have used.

10. If you not are aware of where cleaning supplies are located, contact the custodian at least 24 hours in advance to find out where they are and how to use them.

11. Use of the building includes the use of tables and chairs, but these items must be arranged for specifically and in advance, and also must be returned to their original places.

12. Equipment (audio-visual, sound, musical instruments, etc.), kitchen supplies and office supplies are not included, and are not to be used without special arrangement

Fees are as follows:

All groups and organizations affiliated with the Church are welcomed to use the facilities without charge, however it is imperative to schedule your activities in order to avoid conflicts.

In general, there will be no charge to members for the use of church facilities. However, they will be required to pay the appropriate Janitor fees, if any.

Other persons or groups making requests for use of church buildings or grounds may be charged, and are responsible to pay in advance of use. A minimum deposit of one half of the appropriate fee(s) is to be made at the time of reservation. The balance is to be paid at least two weeks prior to the date of use. If your event is cancelled, the deposit may be refunded if the church office is notified at least two weeks prior to the scheduled date.

Sanctuary: Suggested donation \$100

Note: *See Wedding Guidelines for specific information about weddings*

Basement Room: Suggested donation \$50

First Floor Sunday School Rooms: Suggested donation \$50

Second Floor Sunday School Rooms: Suggested donation \$50

Second Floor Kitchen: Suggested donation \$50

Other buildings are available only by special arrangement with the Consistory and Trustees.

Custodian Fees: \$50 per event if only one area is involved, more if more than one area is used.

APPLICATION FOR USE OF CHURCH FACILITIES
St. John - Hill UCC

Organization/Group: _____

Contact Person: _____

Telephone contacts: _____

Space Requested: _____

Date and Time Requested: _____

Purpose: _____

To be filled in by Church

Anticipated Fees and deposit:

Notes:

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This section should be completed by the person who accepts responsibility for compliance with the guidelines, and for any damages or repairs which may become necessary:

Name: _____

Telephone and address: _____

I have read and understand the "St. John-Hill United Church of Christ Building Use Guidelines," and agree to abide by them. I accept responsibility for oversight of our group while on Church property. I will immediately report any damage or problems, and accept responsibility to have damage or repairs promptly corrected or replaced.

Signature: _____

Date: _____