

St. John in the Wilderness

BUILDING USE POLICY

It is the policy of St. John in the Wilderness Church that the church building be available for meetings and programs that are compatible with the ministry and purpose of the church. This policy will also ensure that rental use of the building does not unduly interfere with regular programs of the church, its committees and members and promote good stewardship of the building and its furnishings and guard against building damages.

PRIORITIES AND RENTAL FEES

First Priority Use

Church committees and groups may use the building for their regular meetings, programs and events with no fee. Please read Building Use Fees for Priority One and Two.

Second Priority Use

Church members and pledging friends may use the building without charge for rites of passage provided that they have been members for six months prior to request for space use, or pledging supporters or regular contributing supporters for the previous year. For other significant events, contact the office administrator. Some of the above uses may require a cleaning fee.

Third Priority Use

Groups not affiliated with the church, whose purpose is compatible with the purpose of the church, may arrange for use of church space on a regular or single event basis with the approval of the Director of Member Services. Requires Space Use Agreement. Building Use Fees apply. At the discretion of the Director of Member Services, the Building Use Fees may be reduced or waived for groups with limited funds.

Fourth Priority Use

Fourth priority shall be given to non-profit groups, organizations and individuals whose purposes, although they do not promote the values or purposes of the church, are not incompatible with the purpose of the church. These groups or individuals may arrange for use of space on a regular or single event basis with the approval of the Director of Member Services provided their use does not interfere with the regular church program. Requires Space Use Agreement and proof of insurance for a minimum of \$500,000 personal liability, which is in effect on the date of use. St. John in the Wilderness must be named as second insured. Building Use Fees apply.

Other Groups

It is not the policy to allow a partisan political group to use building space unless the purpose of the group is clearly within the stated purpose of the church. However, the building may be used for free and open, non-partisan discussions of political issues. Examples: a neighborhood meeting to discuss freeway expansion issues would be allowed; a precinct caucus for a political party would not be allowed; a debate between candidates would be allowed; a rally for one candidate would not be allowed.

Long Term Use Requests

Groups wishing to lease church space on a continuing long-term basis must receive prior approval of the Vestry. Every effort should be made to ensure that this use of church space does not have a negative impact on the regular programs of the church.

Conflicts

If a scheduling conflict inadvertently occurs, the administrative staff should notify both groups promptly and involve both parties in efforts of collaboration so that, if at all possible, both groups can be accommodated.

BUILDING SPACE USE AGREEMENT

Building use must be scheduled in advance through the church office and a Building Space Use Agreement shall be required for all third and fourth priority uses. It is the responsibility of the church staff to inform users of the space and facilities available, conditions for use, and procedures for opening and closing the building. It is the responsibility of users to follow these procedures and leave the building in good order.

A Building Space Use Agreement is not required for first and second priority users. However, all users of space must schedule their events through the church office. The name and phone number of a contact person is required. User groups need to be made aware of Space Use Guidelines.

NON-DISCRIMINATION

In keeping with St. John in the Wilderness principles, no individual or group will be denied use of building space on the basis of religion, race, sex, national origin, disability, sexual preference, age or public assistance status.

BUILDING SPACE USE GUIDELINES

- The entire building is a smoke-free environment, although moderate use of incense is permitted for special ceremonies.
- Candle usage requires close supervision. If your group chooses to use candles, please ensure that they are contained in a bowl of sand or a wide-based candleholder. A charge of \$20 will be assessed to your group for wax drippings that need to be removed after the event.
- Meals are to be served and consumed in the Parish Hall, or outside areas only. Only wine, beer or champagne may be served. Alcoholic beverages may never be sold.
- Food and beverages must not be served or consumed in the sanctuary. First and Second priority may have light refreshments served and consumed in any other area provided that all crumbs, cups, drips and wrappings are appropriately cleaned up at the conclusion of the event. Clean up is especially necessary in childcare rooms.
- It is your responsibility to ensure that each room is properly cleaned, organized and returned to the same condition you found it at the conclusion of the event. All garbage disposed of and placed in the dumpster outside.
- If you use the kitchen area, all dishes must be washed and put away; all equipment cleaned (stoves, coffee makers, sinks, etc.) and all floors washed as necessary.
- Please inform the church office staff if you require any special sound system, heating or air conditioning needs for your event at the time you schedule your event.

SAFETY

All building exterior doors are to be kept locked at all times except in cases where your group has arranged to have greeters monitor these doors. Please ensure that all exterior doors close securely behind you whenever anyone enters or exits the building. The interior lights immediately inside the entrances are to be left on at all times. Please turn off all other interior lights, including restroom and back area lights, before you exit the building at the conclusion of the event. Please ensure that all exterior doors are closed and locked if you are the last person to exit the building. A telephone is available in the kitchen area if someone needs to make a local or emergency telephone call.

PARENTAL ALERT

Children must never be left alone or unattended anywhere inside the building or on building grounds. Adequate adult supervision is required for any events involving children or youth.

BUILDING USE FEES

Priority One and Two

Use of building space for a reception after a rite of passage or other group event sometimes involves considerable expense for the church. Additional heating and air conditioning, cleaning and time to put tables and chairs back. There is no-charge for priority one and two, so please take the additional time to keep our facilities looking great.

Priority Three and Four

Building Space Use Fees by Individuals or Groups:

	Up to 4 hours	Full Day
• Parish Hall	\$ 45.00	\$ 80.00
• Classroom	\$ 25.00	\$ 40.00