



## Saint John Building Rental Request Checklist Form

- Saint John Building Rental Request Form Completed.
- Rental Requestee contacted by Saint John Staff.
- Rental Request Reviewed by Saint John Staff.
- Saint John Calendars (CCB) checked for conflicts.
- Decision made to agree or decline request.
- All contract forms completed and signed.
  - Rental Contract
  - Saint John Building Usage Guidelines
  - Liability Insurance Form
  - Building Access Fob Form
- Rental Event added Saint John Calendars (CCB).
- Contract Scanned and filed for records (digitally and physically) in Rental Folders.



# Saint John COMMUNITY CHURCH

## Facility/Ground Rental Agreement

Name (Lessee): \_\_\_\_\_ Date of Contract \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Area(s) to be used: \_\_\_\_\_

Purpose of event/activity: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Opening: \_\_\_\_\_ Time of Closing: \_\_\_\_\_

Caterer Name & Phone # (if applicable): \_\_\_\_\_

The above-named person enters a contract with St. John Community Church (Lessor) on behalf of the above-named individual or organization. The Lessee will be responsible to St. John Community Church for any damages that may occur while his/her group uses the grounds, facility or equipment (the "Property"). The Lessee is aware that he/she will be assessed for any damages to the Property as reported by the Director of Finance/Administration.

**Rules:**

- 1) Lessee agrees to be responsible for the conduct of any individuals who attend the event for which rental is sought.
- 2) When children are present for the event, Lessee shall be responsible for the supervision of said children and agrees to abide by Lessor's Safe Sanctuaries policies
- 3) Lessee agrees to use only areas/facilities designated on this agreement
- 4) Lessee agrees to pick up and dispose of trash in dumpster before leaving and place furniture back into its original location.
- 5) Lessee agrees to not permit the consumption of alcoholic beverages or use of profanity while renting the facilities/grounds.
- 6) Minimum two (2) adults must always be present supervising any children at the event.

<b>Rental (A)</b>	<b>Labor (2 hour minimum) (B)</b>
Rental Fee per hour: \$ _____	Hourly Rate: _____ \$25.00 _____
Hours Needed: X _____	Number of Hours: X _____
<b>Rental Fee Total:</b> _____	Sub-total: _____
	Additional Labor _____
	<b>Labor Total</b> _____
Rental Fee Waived: _____	
Reason: _____	<b>Total costs for use of building (A +B):</b> _____ *

\* Please attach check for the full amount of the contract. The check should be made payable to *St. John Community Church* and must clear prior to the usage of facility.

\_\_\_\_\_  
Staff Liaison (if applicable)

\_\_\_\_\_  
Lessee or Representative (indicates agreement with provisions herein)

\_\_\_\_\_  
Director Administration/Connections Minister (indicates approval)

\_\_\_\_\_  
Pastor/Designee (As needed/for weddings)

The Director of Administration/Finance or Connections Minister must approve schedule for use of facility. One signed copy with check must be submitted to the Director of Administration/Finance or Connections Minister two weeks prior to the rental's occurrence.



### *Facility Rental Use Guidelines*

- A. Application for Use:** Applications for use of church facilities, grounds, or fields by church members, private citizens or groups or by staff for private use shall be approved or disapproved by the Pastor and/or Director of Finance/Administration. Upon approval, the Minister of Connections shall schedule the date for the use of the building, record and file the following information prior to the date of the event; the date for the use of the building, record and file the following information prior to the date of the event:
- a. The name, nature, and objective of the individual/organization applying.
  - b. The purpose of the activity.
  - c. All church facilities to be used (users are to utilize only the room(s) they have rented).
  - d. A statement that they individual/organization using the facility shall be legally responsible for any damages to Church buildings, ground facilities resulting from their use by that individual/organizations.
  - e. Any damage to church property (inside or out) resulting from the individual/group activities will be charged by the appropriate party.
  - f. A written contract signed by both the applicant (with full payment) and the Director of Administration/Finance.
- B. Building Usage**
1. Use of the building must be consistent with the Bylaws of Saint John Community Church, and the purpose and vision statement of St. John as interpreted by the Pastor and/or Trustees. The ministry needs of the Church will be put first.
  2. The use of tobacco and/or alcohol is not permitted in the building. Alcohol is not permitted anywhere on church property. No form of gambling is permitted n church property.
  3. The use of balls of any kind is only permitted in the Family Life Center (gymnasium)
  4. Business activities of any type will be denied for rental consideration.
  5. Areas that are used shall be put back in their original condition/layout
- C. Procedure for reserving Space(s)**
1. All requests (excluding weddings) by individual/groups to use any areas can be made **no more** than twelve (12) weeks in advance. Reservations will be considered by approval by the Pastor. Minister of Administration (and in the case of the gymnasium or playground). Appeals can be made to the Trustees Ministry Teams and/or the Pastor.
  2. Church groups and church sponsored groups will receive priority for room reservations in the case of scheduling conflicts.



3. If there are specific needs for a rental sound system/AV, arrangements must be made prior to the rental; and an additional fee will be charged in order to cover the hourly fee of the Event Attendant.
4. The Pastor and Director of Finance/Administration to reserve the right, at their sole discretion, to refuse a group's request for space reservation. Appeals can be made to the Trustees ministry Teams by contacting the Pastor or Trustees team leader.

**D. "Covenant Partner"/Staff Personal use of Facility**

1. At least one Covenant Partner/staff member must be present during the usage of the facility.
2. Usage for Covenant Partners/staff must still be consistent with other provisions of this policy.
3. Covenant Partners/staff use of areas must be approved by the Pastor, or the Director of Administration/Finance (and Minister of Children for gym rentals).

**E. Extended Users**

1. Long-term rental contracts for use of the church facilities are subject to the continued availability of the church space.
2. At any time, should the Trustees ministry team choose to revise this policy, long-term contracts must be renegotiated and re-approved.
3. Most long-term rentals are scheduled maximum (3) months in advance. Renewal of rental is possible.
4. Yearly rentals begin on January 1<sup>st</sup> of the calendar year and expire on December 31<sup>st</sup> of the same calendar year.

**F. Child Care Guidelines**

1. All children under the age of 14, inside or outside, must be supervised by a parent or guardian who is 18 years of age or older.
2. If children are with an adult group meeting in the church and required child-care or nursery-care, a room must be reserved and a person of 18 years or older must be assigned to this group. Additional fees will be charged for the child-care room. The Child-care worker and any cost must be provided for by the lessee. There must be an appropriate number of adults to meet the needs of the children present (example being 1 adult for every 10 children) and child-care workers must follow Safe Sanctuary protocol.

**G. Kitchen Usage**

1. Only St. John church Covenant Partners, approved groups or vendors may use the church kitchen. Clean-up is the responsibility of the group using the kitchen following a posted procedure list.
2. The kitchen equipment without adult supervision.
3. Outside caterers must be approved by the Trustees and/or Hospitality Committee



**H. Sanctuary Usage**

1. Generally speaking, the rental of the sanctuary is reserved for weddings or funerals. With prior approval from the Pastor or Director of Finance/Administration, other uses of the sanctuary will be allowed – but the standards for use will be higher than elsewhere in the building due to the sacred nature of this space.
2. Any use of the sound system will require the presence of a sound technician, and a few may be charged for their services (\$75.00 per hour)

**I. Building Hours – Available Time for Event/Meetings**

1. The building’s standard hours September through May are 8:00 AM to 9:00 PM, Monday through Friday. All evening activities must conclude by 9:00 PM to facilitate clean-up by janitorial staff. Summer hours may vary, so please check with the church office. On Saturdays, activities must conclude by 8:30 PM to allow adequate time for the custodial staff to prepare for Sunday worship services. Additional custodial fees may apply for Saturday afternoon/evening rental.
2. Our bad weather policy is as follows – If the Oldham County Schools are closed, all church activities for that day are cancelled. In the event of snow developing late in the day or on weekends, please call the church office to determine if the event is cancelled. In the event that a rental event has to be cancelled due to weather, the individual/group may reschedule or request a refund.

**J. Rental Fees**

1. Rental rates for all church facilities will be set by the Trustees Ministry team each year and will be in place for the entire calendar year.
2. Non-profit community groups may request a waiver of rental fees by the Pastor and Director of Finance/Administration. This request must be submitted to the Pastor at least two weeks prior to the event. All fees (including utilities and labor) can be waived by the agreement of the Pastor and Trustees Team leader. In the event the waiver requested is approved, the cost of utilities and event attendant services remain the obligation of the group using the facility.

---

(Lessee Signature)

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



### Saint John Key Fob Agreement (Rental Agreements)

Saint John Community Church has a keyless entry system installed in the building. You have been issued (1-4) Key fobs (FOB), which will allow access to the building during your event hours. The building will remain unlocked during normal business hours, and you will need your FOB to get into the building during your event. Please always keep your FOB with you.

You agree not to loan the FOB to anyone. The system will record which (FOB) is used to enter the building and the date and time of entry every time it's used. In the event of vandalism, theft, or other illegal activities, this information may be used to identify suspects.

A Saint John Key/Fob usage fee is \$20.00 is required for every set of Fobs/Keys. **If you lose your FOB**, please inform the Director Finance and Administration immediately so that the device may be deactivated.

I acknowledge that I have received my FOB and agree to report when if FOB is lost.

FOB# \_\_\_\_\_  
FOB# \_\_\_\_\_  
FOB# \_\_\_\_\_  
FOB# \_\_\_\_\_

Keys Given: \_\_\_\_\_ Fob/Key Fee: \_\_\_\_\_

_____	_____
Print Name	Phone Number
_____	_____
Signature	Date



## Proof Liability Insurance Needed

(For all Outside Organization Events and Weddings)





**SAINT JOHN COMMUNITY CHURCH RENTAL**

Room/Space	RATES	
	Member/Staff*	Outside Group*
Classroom	No Cost	\$20.00/hour
Playground	No Cost	\$10.00/hour
Lower Level (New Building)	No Cost	\$20.00/hour
Youth Center (Kitchen)	No Cost	\$25.00/hour
Upper Room (300)	No Cost	\$25.00/hour
Gym	\$50.00/hour	\$100.00/hour
Kitchen (Special Restrictions)	\$30.00/hour	\$65.00/hour
Sanctuary (Special Restrictions)	\$40.00/hour	\$70.00/hour
Sanctuary Lobby	\$25.00/hour	\$50.00/hour
Weddings	No Cost	*\$500
<b><u>Labor Rates**</u></b>		
Staff Liaison at the rate of \$25.00/hour ( <b>two hour minimum</b> ) may be required for rentals.	Additional Audio/Visual needs may result in additional labor fees of \$75.00/hour ( <b>two hour minimum</b> )	* Lessee will also be responsible for all fees associate with equipment rental, additional clean up and Event Attendant
Adopted: 2001		
Revised: August 30, 2024		