

Building Use and Rental Agreement

Sanctuary, Family Life Center & Wedding Guidelines

The Family Life Center is an important part of the ministry of St. John's UCC. We are pleased that you want to use the facility, but please look over the document below and make sure you understand your responsibilities. If you agree to the items listed, please sign this document and return it before your event, along with your deposit, to the church office.

WHO MAY USE THE BUILDING

Any individual or group may use the building as long as the event is in line with the church's purpose. If you are in doubt, contact the church office. Partisan political activities may not take place in the building.

SCHEDULING

You may reserve the building by contacting the Church Office at 979-289-2485 between 9 a.m. and 12 p.m. Tuesday through Friday or by email at stjohnsburton@gmail.com. A deposit is required to secure your date.

RULES

- Smoking in the building is prohibited.
- With advanced permission, alcohol may be served in the building. Events in which alcohol will be served require prior approval of the Church Council. It is the responsibility of the renter to obtain liquor liability insurance coverage and provide it to the Church Office 14 days prior to the event. If alcohol is to be served it is the responsibility of the renter to arrange the services of a commissioned Washington County Peace Officer (1 officer for every 150 people in attendance). Contact Washington County Sheriff's Dept. at 979-277-6251 to make arrangements and provide the confirmation information to the Church 14 days prior to the event.
- Unless otherwise agreed upon, reserving the Family Life Center means use of the large banquet area, the kitchen, and the restroom facilities. **The classroom area and upstairs rooms are not to be used. Guests are not to enter the sanctuary area unless this area is also rented for your event.**
- Special consent is necessary prior to candles or open flames being used.
- No decorations are to be attached to the walls or ceiling without prior approval.
- Building activities are to be concluded by 10:00 p.m.
The building shall be cleaned and vacant by 10:00 p.m.
- The Church Staff have the authority to make decisions as necessary.
- The identified Event Coordinator will open/close the building for your event.

YOUR RESPONSIBILITIES

- Children and youth under the age of 18 are to have adults with them at all times.
- Youth events should have one adult for every 10 youth.
- You may enter the building to decorate the day before an event if no other activities are scheduled for **an additional fee of \$100.00**.
- You are to provide your own consumable supplies (plates, napkins, tea, coffee, paper

towels, cups, utensils, etc...) You may use ice from the ice machine.

- Any items broken or damaged are the financial responsibility of the renter. The deposit will be refunded upon Building Manager approval that the conditions of this agreement have been met. Failure to leave the building as clean as it was prior to your event is an automatic forfeiture of your deposit.
- All tables and chairs must be returned to their original position (a sheet located in the table storage room will provide instructions if you are in doubt).
- All trash is to be emptied and carried to the church dumpsters or taken home.
- All leftovers are to be taken away from the premises.
- All dishes and utensils are to be washed, dried and returned to their identified locations.
- Kitchen counters should be wiped and clean as they were at the start of the event.
- Dirty dishcloths should be left in the designated container.
- Upon leaving the building, lights must be turned off.
- All personal property (including autos) is the sole responsibility of the building users.
- Lost items may be claimed the next business day during office hours if they were left in the building.

THE CHURCH PROVIDES

- The church provides the meeting place, heating or a/c, tables and chairs, dish towels, dish cloths and ice.
- Prior arrangements may be made to rent P/A or audio-visual equipment if available.

DISCLAIMER

- The church property and buildings may be under video surveillance during your event.
- There are no cameras in the private areas of the buildings such as the bathrooms and parlor.

Sanctuary & Family Life Center Fees:

Your event is not reserved until your deposit is received.

Rental of the Family Life Center is **\$400.00 with an additional \$250.00 refundable cleaning/damage deposit due at the time you make your reservation. ***

Rental for the Sanctuary is **\$400.00 with an additional \$250.00 refundable cleaning/damage deposit due at the time you make the reservation. ***

Rental fees are to be paid in full 30 days prior to the event. *

You may rent either or both facilities for ½ a day (4 hours or less) for ½ the daily rental price for each. The deposit amount remains the same at \$250.00.

Cancellations: Cancellations in 30 days or more of the event will receive a full refund of both deposit and rental fees. Cancellations in less than 30 days of the event will forfeit the deposit amount. Full refunds will be issued for cancellation of sanctuary rentals.

* St. John's members will receive a 50% discount on rental fees. All deposits remain as identified in this agreement. Sub-leasing is prohibited. Non-profit organizations should contact the church directly to discuss their rental terms and agreements. This rental agreement does not apply for weddings and funerals of St. John's members. Please contact the church office for member related information.

**I HAVE READ, UNDERSTOOD, AND AGREE TO THE RULES AND RESPONSIBILITIES
OF USING FACILITIES AT ST. JOHN'S UNITED CHURCH OF CHRIST.**

Signed _____ Date _____

Printed Name _____

Address: _____

Phone: _____

Contact Numbers

Church Office: (979) 289-2485

Event Coordinator Name: _____
(Assigned by the Church)

Event Coordinator Number: _____

Rev. Darrin Holub: (979) 255-0256

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Reservation Details:

Person Responsible for Event _____

Current Member of St. John's Church Yes No

Name of the Event _____

Date of the Event _____

Times requested for the event _____

Decorating the day before? Yes No If yes, what time? _____

Will alcohol be served? Yes No

Contact Person: _____

Mailing Address: _____

Home phone: _____ Cell Phone: _____

Second Contact Person: _____

Address: _____

Home phone: _____ Cell Phone: _____

Deposit(s) made: _____ check _____ cash _____

Payment made: _____ check _____ cash _____

Deposit(s) returned: _____

Signature of church representative: _____

Wedding Guidelines:

Cleaning Fee: \$200.00. If you opt not to pay the \$200.00 cleaning fee, it is the couple's responsibility to make arrangements for someone to clean and vacuum the sanctuary, parlor and other areas so that it is ready for Sunday worship services at 8:00 a.m.

Officiant & other Ceremony Participants: Check with the Senior Pastor regarding his availability to perform ceremony. If you wish to use another officiant, permission should be obtained from the pastor. The suggested officiant fee is \$200.00.

Organist, pianist and vocalists' services are to be arranged and compensated by the couple. (Usual fees: organist: \$100-150; vocalists: \$50-100 per person). If you are planning to use recorded music, you must provide an operator (approved by St. John's) to run the sound system.

Seating Capacity: St. John's sanctuary seats approximately 250. Overflow seating up to 300 is available in the Family Life Center where the ceremony can be streamed via video camera.

If overflow seating will be needed in the Family Life Center, arrangements must be made for operators (approved by St. John's) to run the video camera in the sanctuary and in the audio-visual room in the Family Life Center.

It is the responsibility of the couple to make arrangements for someone to set up and take down chairs in the Family Life Center. (Chairs and tables must be returned to original arrangement by 8 a.m. on Sunday.)

Flowers: Real flower petals are NOT permitted to be thrown on the aisle or anywhere in the church. Care should be taken with flower arrangements so that the altar and other areas are kept dry. Arrangements must be made with a florist or other person to pick up flower vases and flower arrangements after the ceremony. If flowers are to be left for worship service on Sunday, notify the church office.

Use of parlor and other dressing areas: All trash, garment bags, clothing & personal items, food, flower vases, etc. must be removed from the parlor, restrooms and other dressing areas after the wedding ceremony.

Candles: The church has candelabras, crystal candle holders (for the windows) and unity candle holders available for use. Candles are provided by the church for the candelabras, but unity candles and **battery-operated** candles for the windows must be provided by the wedding party.