

***St. John's Ev. Lutheran Church & School  
Regulations of Church & School Facility Usage  
Revised August 2007***

***Rules and Regulations Regarding the Use of St. John's Congregational Facilities***

To: All users of St. John's Evangelical Lutheran Church & School Facilities

From: St. John's Evangelical Lutheran Church Council

Re: Policy and procedures for controlled usage of the gymnasium, classrooms, meeting rooms, kitchens, and fellowship hall in the church and school

We subscribe to the belief that all things at St. John's Ev. Lutheran Church should be done in a fitting and orderly way, and that certain agreements and regulations are necessary and helpful to properly fulfill the purpose and obtain the objectives of St. John's Evangelical Lutheran Church.

As an institution of education and focal point for the gathering of Christians, St. John's welcomes the use of its facilities by its members and affiliates, on equal terms to all persons and groups for the continuing purpose to serve all people in God's world on the basis of the Holy Scriptures and sound organizational practices.

**I. Authorization**

Control of church and school facilities is retained by the Church Council through approved coordinators. Such use will be determined by the Church Council policy and only at such times as the facilities are free from church and school use. The Facility Coordinators for the church and school will be the church administrative secretary and the school athletic director, respectively.

**II. Priority for Facility Use**

The following shall constitute the general order of priority in the use of the congregational facilities:

1. St. John's Church emergency functions (i.e., funerals, etc.)
2. St. John's Church and School functions
3. Organizations/societies within St. John's congregation. Such organizations or societies are those that are composed of at least fifty percent St. John's congregation members.
4. Individual members of St. John's congregation (social functions, etc.)
5. Individual members of St. John's congregation wishing to play athletic contests
6. Other WELS/ELS organizations/congregations
7. Non-WELS groups. A non-WELS group is one that is composed of less than fifty percent WELS members.

**III. Uses of St. John's Facilities**

All uses of St. John's facilities (athletic/recreational, social, cultural, instructional, or other use) will be in compliance with the constitution of this congregation and the rules and regulations of the Church Council.

#### **IV. Application for Use of Facilities**

All organizations and individuals must complete the *Application for Use of Facilities on an annual basis*. The purpose for the request and the type of use must be clearly stated on the application. Where special equipment is to be used, it must be requested in the application and approved by the appropriate Facility Coordinator.

Application for the use of church or school facilities must be made through the appropriate Facility Coordinator (administrative secretary for the church, and athletic director for the school). Application forms will be available in the church and school office or on the church/school website ([www.sjtosa.org](http://www.sjtosa.org)), and may be returned directly to the appropriate coordinator or dropped off in the church or school office. Applications by organizations or societies within St. John's congregation (composed of at least 50% of St. John's members) or individual members of St. John's must be completed and given to the appropriate administrator at least 48 hours before the scheduled activity is to take place.

Groups not composed of at least 50% of St. John's members must submit their applications for use of facilities at least 30 days prior to the date of the scheduled activity to allow time for review by the Facility Coordinator and/or Church Council.

Where charges are assessed, the group/organization must submit payment to the Facility Coordinator prior to the use of the facilities.

#### **V. Fee Schedule**

- Usage for church and school functions or organizations/societies within St. John's Congregation (i.e. groups composed of at least 50% St. John's members) is free.
- Rental of gymnasium/school facilities will be set at the following rates:
  - Gymnasium \$50.00/hr
  - School Kitchen/Commons \$30.00/hr
  - Church Kitchen/Fellowship Hall \$30.00/hr
  - Computer Lab \$30.00/hr
  - Lecture Room \$20.00/hr
  - Science Room \$15.00/hr
  - Art Room \$15.00/hr
  - Classrooms (each) \$15.00/hr
  - Conference Room \$10.00/hr
- Rates may be waived or discounted for WELS/ELS organizations/congregations, at the sole discretion of the Facility Coordinator and/or Church Council.
- A key deposit of \$50.00 will be assessed to all users, and must be paid prior to the use of the facility. Upon the return of any and all keys, a full refund will be given.
- A maintenance fee of \$25.00/hour will be assessed to all groups who do not clean up and replace the equipment borrowed after the conclusion of their activity as described in point VII. Fee must be paid before the group will be allowed to use the gymnasium and/or facilities again.
- All fees collected over and above our costs will be deposited evenly into the school's athletic fund and the Church Properties account.

## VI. General Regulations

1. An individual applying to use the facilities or an applicant in behalf of an organization/society within St. John's congregation must be an adult member (at least 21 years old) of St. John's congregation.
2. Use of the facility by organizations/societies within St. John's congregation (those that are composed of at least fifty-percent St. John's congregation members) may be approved by the Facility Coordinator. Use of the facility by other WELS/ELS organizations/congregations (composed of less than fifty percent St. John's congregation members) must first be reviewed and approved by the Facility Coordinator and/or the Church Council before use of the facilities will be granted.
3. All property in the gymnasium or classrooms belongs to the church and may not be removed without permission of the athletic director. Any group using St. John's gymnasium equipment must meet with the athletic director or other designee prior to any competition for instruction in proper setup so as to ensure no damage is done to said equipment.
4. All meetings and activities must be approved and scheduled through the appropriate administrator. **THE CHURCH AND SCHOOL ARE CLOSED AT ALL OTHER TIMES.** Any individual/group using the gymnasium without having reserved it in advance may forfeit any future use of the church/school facilities, unless reinstated by the Church Council after payment of a \$50.00 forfeiture.
5. All activities/events within the church and school must be supervised by a responsible adult (a member of St. John's Congregation, if available) at least 21 years of age. The adult must be present **at all times.**
6. Scheduled users are responsible for maintaining order (particularly if children are present) and for proper use of facilities and equipment. At no time should children be allowed to roam the facilities unsupervised.
7. A key deposit of \$50.00 will be assessed to all users, and must be paid prior to the use of the facility. Upon the return of any and all keys, a full refund will be given.
8. Individuals using keys without proper authorization will be asked to leave the facility and such keys will be confiscated. Scheduled users lending their key(s) to unauthorized individuals may also forfeit their current and/or future use of the school facilities, unless reinstated by the Church Council after payment of a \$50.00 forfeiture.
9. The user shall indemnify St. John's Ev. Lutheran Church for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, which arise out of or are in any manner connected with the use of this facility, based on any injury, damage or loss being caused by the negligence or other fault of the user, his/her/its guests and invitees. User shall, at their settlement or disposition, defend all actions based thereon. and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action
10. The User must have policies of insurance and proof of financial responsibility sufficient to cover liabilities, damages to the facilities and costs as may arise from tort claims for personal injuries, property damage and loss of any kind in such coverages and amounts as required and

approved by the Church Council. Acceptable proof of such coverages shall be furnished on request to the Facility Coordinator and/or Church Council prior to use of the facilities under this agreement.

11. Damage to facilities or equipment must be reported to the adult supervising the activity, who must then report the damage to the appropriate administrator.
12. The use of alcoholic beverages and/or smoking materials is prohibited on all school property. Beer and wine may be served in the church fellowship hall with the approval of the church's Facility Coordinator.
13. No food or drink is permitted in the gymnasium at any time.
14. Individuals using the gymnasium must not wear street shoes. In winter, boots and rubber shoes should be removed at the gym entryway to prevent the gym floor from getting wet.
15. There is to be **NO DUNKING** on the basketball hoops.
16. At no time should any outside doors be propped open. Each group will be responsible for assigning a door monitor to admit members of that group.

#### **VII. Group/Organization Responsibilities**

Scheduled users must:

1. clean up after activity has ended
2. return equipment to proper location
3. sweep and/or vacuum floors after activity has ended
4. make sure all paper and trash are in proper containers
5. use lights with discretion and turn off all lights after activity has ended
6. check **ALL** doors to be sure locks are set before leaving building

Any user/group which does not follow through with the above responsibilities may be charged a \$25.00/hr maintenance fee, and may be declined future use of the facilities. Users/groups will not be permitted to use the church and school facilities until any and all fines are paid in full to the appropriate Facility Coordinator.

#### **VIII. Use of Gymnasium/Facilities During Worship Services**

With the exception of regular Saturday night services, the church and school facilities are not available during worship services, including Wednesday night services during Advent and Lent.