

St . John ' s Lutheran Church

Building Use Policy

The Council of St. John ' s Lutheran Church or its designee must approve all uses of church property and facilities including the educational wing, fellowship hall, kitchen and sanctuary . Generally , priority shall be given to church members, their immediate families and organized groups that are a part of the ministry, organization or sponsored activities of the church. .

St. John's Lutheran Church believes that its property and facilities are to be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we sometimes make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian service that is consistent with the Gospel of Jesus Christ . Facility use will not be permitted to persons or groups holding, advancing or advocating beliefs or practices that conflict with the church's faith or moral teachings. These teachings are summarized in, among other places, the church's constitution and bylaws ; and in various places on its website and the website of The Lutheran Church Missouri Synod, lcms.org

This building use policy is consistent with our belief that allowing our property and buildings to be used for purposes that we determine are contrary to this church's beliefs would be an endorsement of those purposes and a contradiction and grave violation of the church's faith and religious practice (2 Cor. 6:14;1 Thess. 5:22). Further, it is important that the church present a consistent message to the community and that the church members conscientiously maintain that message as part of their Christian life and as a witness to others that is consistent with the Gospel of Jesus Christ. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the buildings are connected to the church's sanctuary, because the church understands all of its property as a gift from God to be received with thanksgiving and to be set apart and used to the honor of Jesus' name in ways that are consistent with our faith in Him (Col. 3:17).

Consistent with this policy, church property, buildings and equipment will be made available to non members or outside groups who affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice. **UNLESS COUNCIL PROVIDES SPECIFIC EXCEPTION.**

Building Use Hours, Events and Fees

Facilities are available between 8:00 am and 10:00 pm. Use outside of these hours must be explicitly asked for AND granted prior to use.

Scheduling Events

Building use requests shall be made by submitting a " Church Building Reservation Request and Agreement " form to the church office. The event will be placed on the church calendar and the space(s) reserved only after it has been approved.

Building Use Fee

There will be a cleaning and use fee for non-members and organizations not sponsored by the church based upon expected attendance at your event:

50 attendees or less - \$50

51-100 attendees - \$100

101 or more attendees - \$150

Building Use Guidelines

1. Alcohol Policy: No alcohol may be served in the church facilities.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited. Please have any smokers remain 15 ft from any doors and appropriately dispose of their cigarette butts.
3. There shall be no running, throwing of objects or climbing at any time inside the building.
4. Groups are restricted to only those rooms / areas of the facility that the group has reserved and the restrooms. Please keep the members of your group from unlocking additional doors or using other rooms.
5. The noise level must be kept low. Please remember that the church is used for worship, counseling, studying and comforting the distressed.
6. Church equipment, such as tables and chairs, must be returned to their original placement, unless arranged otherwise prior to the event.
7. All lights are to be turned off, doors locked upon departure.
8. Trash should be bagged and placed in the receptacles outside the kitchen door. Tables should be wiped down if needed. If the kitchen and fellowship hall are utilized all tables should be washed down, all dishes washed, dried and replaced in the cabinets. All towels and dishcloths should be gathered at the sink.
9. Abusive or foul language, violent behavior and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
10. Facility usage requires the presence of adult supervision at all times and a sponsor (not necessarily present) from the church.
11. Unanticipated events may require your event to be relocate (e.g., funerals).
12. St. John's Lutheran Church is not responsible for theft or damage to personal property brought into the building.

Building Reservation Request and Use Agreement

Name of Person /Group:

Address:

Phone: _____

Email:

Website (if group). If you are not associated with this church, please briefly state the purpose/mission of your organization.

Please list the organization's officers and leadership:

Please list date and time of your reservation and at least one alternate date if possible:

Please list the rooms that you wish to use:

Please list the number of expected attendees:

Insurance Carrier :

Building Use Fee: \$ _____

Signed Agreement

1. I understand that the kitchen is not to be used to prepare food for sale. It is a warming kitchen, not approved or equipped for commercial use. This includes caterers utilizing the kitchen to cook for an event or cooking to sell the meals. The kitchen can be used for non-profit, good will offering meals, to warm items in the oven or microwave and utilize the stovetops.
2. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
3. To the best of my knowledge, the purpose for which I am requesting use of the church building will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to the pastor.
4. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's building that contradicts the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to the church.
5. I understand that upon approval of my building use request, I will need to provide the appropriate cleaning fee as designated above and a certificate of insurance for at least \$1 million.
6. I understand that the church does not allow its building to be generally available to the public, and that my use of this building is subject to the Council's approval, which is conditioned in part on my agreement to the requirements in the "Church Building Use Policy," a copy of which I have read and understood.
7. I understand that I will be responsible for any damages to the church building resulting from this proposed use of the building.
8. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, *Matthew 18* and *1 Corinthians*. Accordingly, users of the building agree to attempt resolution of any disputes through Christian mediation.

Signature: _____

Date: _____

Addendum

Important Contact Information:

Church Address:

1301 Milnwood Road Farmville VA 23901

Church Phone: (434) 392-1875

Farmville Police: (434) 392-3332

Emergency: 911

For Building Issues: (434) 391-4444

Pastor Matt Sorenson (716) 799-7356
