

St John's General Policy for Use of the Facilities



Requirements

1. A description of the organization and the details of the event
2. Approval from 2 of 3 of the following: Pastor, Council President or Trustee, or Office Manager
3. Prior verification, by the Office Manager, that there are no conflicting events on the Church calendar
4. Proof of the organization's independent liability insurance
5. In some cases, a security deposit will be requested
6. Factors that determine the cost per hour, *in addition to the basic rate*:
 - a. hours requested/ length of use
 - b. assistance from the church staff, including sound board operator as requested
 - c. use of the kitchen
 - d. clean-up
 - e. additional trash
 - f. parking assistance
 - g. any additional special requests

Areas for Use

1. Sanctuary
2. Fellowship Hall
3. Ministry Center
4. Outdoor Park (proof of permit required)

Please note: All prices are subject to change. The amounts below are basic hourly rates.

<u>LOCATION</u>	<u>HOURLY RATE</u>	<u>GEN. INFO</u>
1. Sanctuary :	\$ 155.00	2 Hr. Min
2. Fellowship Hall	\$ 155.00	2 Hr. Min
3. Ministry Center Rooms	\$ 125.00	2 Hr. Min
4. Memorial Park	\$ 125.00	2 Hr. Min
A. Kitchen Exclusive	\$ 75.00	Per Hr. (Use of Kitchen Supplies)
B. Additional Clean-up	\$ 250.00	Minimum fee

Please contact the church office (760-345-2122) for more information. Thank you!