

**ST. JOHN'S AMERICAN
EVANGELICAL
LUTHERAN CHURCH**



**CHURCH USE POLICY
&
GUIDELINES**

1) BUILDING USE POLICY:

- A. We ask all parents to be responsible for the behavior of their children. We ask that they respect the property as that of a church and not abuse it or use it as a playground.**
- B. The church facilities shall not be used by any individual or group of individuals for the intent of making a profit.**
- C. All events shall be concluded at a reasonable time to allow the church to conduct its business.**
- D. Any community service or education event will have no charge except for a contribution of their wish.**
- E. No meetings for profit will be allowed rental of the building.**
- F. We have a no alcohol policy of any kind in and around our property.**
- G. We have a no smoking policy in our church building.**
- H. If other organizations ask for the use of the church there will be no charge if our ladies are asked to serve at the event. If it is catered, a pot-luck or the meal is provided in another way, then there will be a cost of \$125.00 plus \$30.00 for the janitorial services.**
- I. For all birthday parties, baby showers, bridal showers, anniversary and graduation parties or events of like nature, there will be a contribution accepted.**
- J. For members and non-members—if you want the janitor to set up for you and straighten out after you, there will be a \$30.00 charge. If you leave it as you found it there will only be a contribution. (Except for congregational events—then this falls within the janitor’s duties of responsibility.)**
- K. For funerals the charge for non-members will be \$40.00 plus a contribution to the ladies who serve the meal. All members will be accessed a contribution.**
- L. What determines a non-member? As it is stated in our constitution: A non-member is one who either transfers, has joined another church, non-participating baptized children of non-member parents, or a member who has chosen self-exclusion by not communing for twelve moths. The only exception are those who are in the military or college. Once a permanent residence has been secured there is a period of one year for them to transfer or choose self-exclusion.**
- M. Use of designated chairs and tables will be loaned out at a cost of \$2.00 per table and \$0.25 per chair. If any are abused or broken, they will be fixed or replaced at the renter’s expense.**

N. All situations not covered in this policy shall be brought to the Church Council on an individual basis.

O. Some rules to live by:

- I. If you open it—close it.**
- II. If you turn it on—turn it off.**
- III. If you unlock it—lock it.**
- IV. If you move it—put it back.**
- V. If it belongs to someone else and you want it—get permission.**
- VI. If you borrow it—return it.**
- VII. If you don't know how to operate it—leave it alone.**
- VIII. If you use it—take care of it.**
- IX. If you break it—repair it.**
- X. If you can't fix it—call someone who can.**
- XI. If you mess it up—clean it up.**
- XII. If it will brighten someone's day—say it.**

2) PARKING LOT USE POLICY:

A. When organizations ask to park cars in our lot for a period of time, they shall:

- I. Request the use of the lot and state the time they will be there.**
- II. Park in the Northwest part of the lot, within the lanes and someone should inspect the proper parking of the vehicles before the tour leaves. Otherwise they run the risk of having them towed out.**

B. Skateboarders:

- I. May use the parking lot but shall not build ramps or elevations of any kind within the confines of the lot.**
- II. Must have parent's approval to come and skateboard in our area.**
- III. Keep the area picked up of all debris.**
- IV. If any property is damaged or broken it is the responsibility of the party using the lot.**

C. Roller bladers:

- I. May use the parking lot but shall not build ramps or elevations of any kind within the confines of the lot.**
- II. Must have parent's approval to come and roller blade in our area.**
- III. Keep the area picked up of all debris.**
- IV. If any property is damaged or broken it is the responsibility of the party using the lot.**

D. "Street" or "roller" hockey:

- I. May use the parking lot but shall not build ramps or elevations of any kind within the confines of the lot.**
- II. Must have parent's approval to come and skateboard in our area.**
- III. Keep the area picked up of all debris.**

IV. Shall not use the lot when there are cars on the lot.

V. If any property is damaged or broken it is the responsibility of the party using the lot.

E. All users are responsible for their items. If they are stolen, damaged, broken or harmed in any way, they are the responsibility of the party that owns the items.