



St. John's Lutheran Church
625 E. Netherwood Street
Oregon WI 53575
608.291.4311
StJohnsOregonWI.org

Building Use Guidelines

St. John's is a welcoming space, and many groups use the facilities throughout the week. These guidelines apply to the ministries of St. John's, groups/individuals from our membership, and also groups/individuals of the broader community who wish to use our facility and grounds for personal or non-ministry-related functions.

- Please remember that this building is first and foremost a house of worship. Everything that is done on the premises, even when it is being used by outside throughout related conversations groups or individuals is a reflection on our congregation. Please keep this in mind and activities. St. John's reserves the right to decline requests for building use if the church deems that the organization, event or individuals using the building might be damaging to the testimony or reputation of the church or its property.
- Occasionally, last-minute scheduling conflicts may arise because of unforeseen ministry priorities. Room requests may need to be rescheduled due to other ministry events such as funeral services/luncheons, set-up for larger church functions, etc. When scheduling conflicts arise, notice will be given as soon as possible so that appropriate arrangements can be made.
- We do not charge a rental fee for the use of our building and properties *per se*, but request those using the facility pay for utility, janitorial, and administrative costs. These expenses are to be paid to the church when the event is scheduled. Room and property reservations will not be confirmed until payment is made. Meetings and activities related to the ministry and mission of St. John's are exempt from Event Fees because these activities are supported by the contributions of the congregation. Independent ministries supported by St. John's are also exempt (i.e. Habitat for Humanity, the Oregon/Brooklyn Food Pantry, etc.).
- We ask that there be no alcohol, tobacco, or illegal substance use on the property, inside or outside of the buildings. For functions where an announcement or invitation is used, please include a note concerning this. (See sample text below.)
 - *“St. John's Lutheran Church asks that there be no tobacco or alcohol use on the premises, inside or outside the building. Thank you for your cooperation.”*
- Violations of this policy may result in forfeiture of part or all of your security deposit.

After your Event

Before you leave the property after your event, please do the following:

- Pick up garbage and wastepaper and place them in the appropriate garbage and recycling containers.
- Clean off whiteboards you may have used with an eraser provided for that use. Whiteboards scratch easily – do not use other items to erase with. (Only dry erase markers should be used on the whiteboards.)
- Ensure that your attendees remember to take all of their coats, purses, materials, and other belongings.
- Turn off all appliances and lights.
- Close and secure all windows and interior doors and lock, if possible.
- Report any damage to church property to the Pastor or office staff as soon as possible.
- Move any tables and/or chairs back to their previous arrangement.

Other Decoration Guidelines

- Do not use tacks, nails, scotch tape or other materials that will damage church property.
- The church should be left in the condition in which it was found. Arrangements must be made to return all equipment to its regular place.
- Your decorations and equipment should be removed promptly following your event.

Supervision of Children and Youth

The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of our policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children.
- Adult supervision of children is required at all times both inside and outside of the church property, including playground and parking lot.
- Children and/or siblings of attendees must stay with the group or under the care of additional adult supervisors.

(Please ask to see *the Child and Youth Protection Policy* for more detail.)

Event Fee Schedule*

Small Event	Meeting Room	up to 25 people	\$25.00
Mid-size Event	Gathering Area or Friendship Room	26-75 people	\$75.00
Mid-size Event (with Sanctuary)	Gathering Area or Friendship Room with Sanctuary	26-75 people	\$125.00
Large Event**	Friendship Room	76 - 100 people	\$125.00
Large Event**	Friendship Room	101-150 people	\$175.00
Large Event (Conference)**	Entire Facility with Break-out Rooms	151-300 people	\$300.00

* The Lead Pastor, the Finance Director, or the Church Council will have the authority to determine the appropriate fee for events that do not fit within the descriptions in the above Fee Schedule.

** Events of more than 75 people require a security deposit in advance equal to the fee amount at the time of reservation.

Disclaimer

- St. John's is not legally responsible for the misconduct of participants at an event that is not sponsored by St. John's or in direct connection with its ministries or worship services.
- Any event organizer or outside group will be responsible for liability arising from the event.
- Events sponsored by companies or non-profits will show proof of liability insurance and, if required by St. John's, will name St. John's Lutheran Church as an additional insured.
- The event organizer's signature(s) indicates an understanding of an agreement to be bound by the church policies regarding the use of facilities, including but not limited to, the obligation to repair, clean and/or replace church property damaged during the event held on St. John's property.
- St. John's retains the right to waive the fee or require a lesser fee when appropriate. The Pastor or Church Council will be authorized to make that determination.