

FOR PUBLIC DISTRIBUTION - Policy on the Use of Facilities and Assets

St. John's Lutheran Church, Beaufort SC

approved by the Congregation Council, April 2018 – updated by COVID-19 Task Force, June 2021

A. The use of facilities of St. John's Lutheran Church shall be regulated by the following:

1. **Members of St. John's:** Members of the congregation may request use of the facilities according to the guidelines below. Requests should be submitted to the church office 30 days prior to the event. **No fee is generally required for members.**
2. **Non-Members:** Individuals, organizations, or groups may request use of the facilities according to the guidelines below. Requests should be submitted to the church office 30 days prior to the event. **A fee may be required.**
3. The facilities may not be used for any commercial functions.
4. Weddings and related events are administered under a separate wedding policy, available from the church office or on the congregation website.
5. Exceptions to this policy may be made by the Congregation Council.
6. St. John's Lutheran Church reserves the right to refuse use of buildings to any individuals, organizations, or groups.

B. Request Procedures and Fees:

1. Requests must be made to the church office with a Facilities Use Form, available from the church office or website. The form must be fully completed. It should be mailed; delivered in person; or printed, signed, scanned, and emailed.
2. Usage Fees:
There generally is NO charge for members, affiliated churches/congregations, or not-for-profit community service organizations.
There generally IS a charge for non-member's personal/private events, schools, or large-scale events with significant time or wear and tear impact.
3. An estimate of fees (use, utility, janitorial) may be given in conversation with Church Office when inquiry is made. A firm quote will be given after completed forms are returned to the church office. If the quoted fee is agreeable, the request will be processed by church office or Congregation Council as indicated above.
4. Required fee is due as soon as approval is communicated to the party making request.
5. Event date(s) will not be reserved or put on the church calendar until the fee is paid.

C. Guidelines for facility use:

1. The individual, organization, or group requesting use must assume financial responsibility for damages to facilities or property. Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter.
2. At the conclusion of the event, all rooms must be returned to their original state in regard to setup and cleanliness. Lights must be turned off, doors locked, and alarms armed.
3. The following rules for use must be observed:
 - No alcoholic beverages may be served or consumed in the building or on the premises.

- No tobacco products may be used in the buildings. Those who smoke outside should dispose of butts properly.
 - All trash must be bagged and placed in the outside dumpster. The cans shall be relined with clean garbage bags.
4. If use of the facilities includes use of sanctuary:
 - No flowers, greenery, or other items may be placed upon the altar, organ, or piano.
 - All flowers and greenery will be placed in waterproof containers.
 - No flowers, greenery, equipment, or any other objects shall be placed so that they obstruct fire exits.
 5. At no time may any furnishing be moved or items removed from the walls without consultation with and approval of the church office.
 6. If the kitchen is used:
 - All dishes, silverware, etc. should be washed, dried, and returned to their original place.
 - St. John's does not supply paper kitchen products. It is the user's responsibility to supply them.
 - All appliances used should be wiped clean.
 - Sinks and counters should be cleaned of food particles and wiped clean.
 - All trash must be bagged and placed in the outside dumpster. The cans should be relined with clean garbage bags.
 7. St. John's does not provide table linens. It is the user's responsibility to supply them.
 8. Parking is allowed only in paved and graveled spaces around the church. No parking is allowed on any landscaped area. For very large events, additional parking possibilities can be discussed with the church office staff in advance.
 9. After the event, a determination will be made by the church office staff whether this Policy has been observed. If the policy has not been observed the individual, organization, or group will not be allowed to request facility use in the future. If there are damages or additional cleaning costs, the user will be billed for these expenses.

D. Guidelines for use of assets of the Congregation

1. In general, the assets of the Congregation may not be borrowed for use outside the premises of the church.
2. However, certain older chairs and tables may be borrowed. Request for use of these assets must be made using the Facilities Request Form.

St. John's COVID-19 Facilities Usage Guidelines

Throughout the COVID-19 pandemic, the St. John's Lutheran Church Congregation Council and COVID-19 Task Force have committed to setting policies and procedures that are based on the recommendations of public health officials at the Centers for Disease Control and Prevention (CDC) and the S.C. Department of Health and Environmental Control (DHEC).

At this time we are thrilled to allow congregation groups and outside groups to use the facilities again. We would ask all participants to follow these guidelines:

- Stay home if you are not feeling well or have a fever (100.4°F or higher)
- Wash your hands frequently.
- Wear a mask when indoors or when outdoors in close proximity to others, **unless** you are fully vaccinated. (2 weeks after final vaccination)
- Be kind and considerate to those who choose to mask or distance or refrain from hugging and shaking hands. Some persons need to be more cautious for various reasons.
- Consult the recommendations of the CDC and DHEC regularly, as they are subject to change. At the time of this printing, the CDC continues to categorize many indoor activities which involve groups of people as “least safe” activities for unvaccinated people, even if wearing masks.
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/pdfs/choosingSaferAct.pdf>

It is our hope and prayer that conditions will allow continued activities at the church facilities. However, these guidelines are subject to change if conditions and recommendations of public health officials change.

Updated 7-1-2021

Facilities Use Request Form - St. John's Lutheran Church, Beaufort SC

Date(s) of Event: _____ from _____ until _____
_____ from _____ until _____

Person, individual group, or organization making request

If organization or group, name of contact person

Mailing address: _____

Phone number(s): _____

E-mail address: _____

Room(s) desired:

- Sanctuary
- Sanctuary Sound Equipment
- Kitchen
- Mission Building

Approximate number of persons expected: _____

Complete description of function: *More detail helps the approval process proceed more quickly.*

Assets/equipment belonging to St. John's requested for use (example: tables, dishes, sound system, piano, etc.)

I have read the Policy on the Use of Facilities and Assets and agree to abide by its guidelines and rules. I understand and agree that in the event of accident or injury, St. John's Lutheran Church will not accept liability.

Signature: _____ Date: _____

Addendum for COVID-19: I have received the flyer entitled St. John's COVID-19 Facilities Usage Guidelines. I understand that I am responsible for distributing it to the members of the group for which I am applying. Initial _____