

## ST. JOHN'S UNITED CHURCH OF CHRIST FACILITIES USE POLICIES

St. John's Church offers the use of its facilities to groups and individuals, providing the following rules are observed.

1. All use permits shall be submitted to the Board of Trustees at least one month prior to the requested date. The applicant signing the application form shall be considered responsible for following the church use policies, and is required to be in attendance for the activity for which the building use has been requested.
2. No smoking is allowed in any of the buildings and No use of a controlled substance is allowed.
3. The Event Coordinator will be on site to open and close the facility.
4. Tape to attach decorations is not allowed, either in the buildings or outside. Please use rubber bands in the Sanctuary; stick pins in the Social Hall and ribbon ties.
5. Champagne, white wine, white wine punch may be served provided there is no charge for any of these beverages. No beer or hard liquor is permitted.
6. At the discretion of the Board of Trustees, the indicated fees may be waived or adjusted if justified. Any such action shall be arranged prior to issuing the permit.
7. A non-refundable deposit of \$200.00 is due when the application is turned in to secure the date. The remaining fees are due two weeks prior to the event. Failure to pay these fees with in that time frame will require payment in cash rather than in check.
8. The applicant agrees to leave the premises with all personal items and decorations removed. Any spills shall be cleaned and tables and counters wiped off.
9. For children and youth activities, the responsible adult must be in charge and present during the scheduled activity, and shall keep activities in areas agreed upon.
10. Throwing rice or bird seed is not allowed in or out of buildings; please do not provide any.
11. For weddings with less than 10 people, with no rehearsal or reception, a \$50.00 custodial donation is requested.
12. The users shall save; keep and hold harmless St. John's United church of Christ, its officers, agents, and employees from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property, or personal injury received by reason of using St. John's United Church of Christ facilities at 432 Cleveland Street, Woodland, CA 95695.
13. No smoking is allowed in any of the buildings.
- 14. Proof of insurance in the amount of one million dollars must be provided with final payment.**