



## Facility Use Policy

St. John's welcomes the use of its facilities by St. John's members and other groups who support the vision of the congregation. The use of our facilities becomes an extension of our mission to equip people so that we are **Connecting** with the Triune God, Father, Son, and Holy Spirit, **Growing** as His disciples, and **Living** out our faith missionally. We actively seek ways to utilize our facilities in fulfillment of our mission.

The building, equipment, furnishings, land, and supplies are the property of the congregation and, as such, shall not be used by any group or individual without prior approval. Requests must be submitted to St. John's Lutheran Church staff for approval. St. John's will require execution of waivers and release forms.

### Priority for Facility Use shall fall in the following order:

- Category 1: St. John's events scheduled by St. John's Staff, Governing Board, or congregational ministries
- Category 2: Member events including weddings, receptions, anniversaries, birthday parties, meetings, etc. whose objectives are deemed by staff to align with St. John's Vision and Statement of Faith.
- Category 3: Not-for-profit public service and private events whose objectives are deemed by staff to align with St. John's Vision and Statement of Faith.

All events in categories 2 and 3 may be tentatively scheduled 12 months in advance. Approval will be determined by the church staff.

### Eligibility for Facility Use

The facilities and equipment of St. John's Lutheran Church are maintained for the purpose of serving God through St. John's organizations and ministries. Any event directly connected to the life and ministry of the church (i.e. Funeral service) will be given preference, even if another event had been previously scheduled for that same day and time. St. John's will make every effort to accommodate all scheduled events, but some flexibility in room assignment may be required.

St. John's is not in the rental business; the fee requested is intended to defray St. John's costs including utilities and building maintenance.

- 1) Facilities are not available for any "for-profit" organization or purpose.
- 2) Organizations engaged in partisan political campaigns are not eligible to use church facilities.
- 3) Facilities are not available to anyone, including members, who refuse to use the facilities in agreement with and sign the St. John's Facility Use Policy and Statement of Faith.
- 4) Requests to use the facility shall be made to the St. John's Church Secretary. Facility Use Application/Agreement, Waivers, deposits, scheduling, keys, and related information will be handled by the Secretary as directed by the Senior Pastor.
- 5) At the discretion of the church staff, a certificate of insurance may be required to secure the event reservation depending on the type of event being planned.

## General Facility Use Rules

Individuals and organizations applying to use St. John's Lutheran Church facilities must fill out and sign the Facility Use Application/Agreement (see page 12), committing to use the facility in accordance with our Statement of Faith and the following conditions:

- 1) Any approved Facility Use Application granting the use of the facility to individuals or groups will be limited to the date(s), times, and terms stated in the Facility Use Application/Agreement and in accordance with the Facility Use Policy.
- 2) No individual, group, or organization may sublet their use of the facility to any other group.
- 3) Approved Facility Use Applications are subject to cancellation by St. John's.
- 4) The Group Organizer must be present from the time of entry into the facility until the time of departure.
- 5) A key for the building may be checked out at the church office prior to each usage. It is the responsibility of the user to lock all exterior building doors when the event is complete. Please return the building key to the secretary's desk immediately after the event. A \$50 fee will be deducted from the deposit for unreturned keys. Keys must NOT be copied under any circumstances.
- 6) Individuals that have been issued a key must understand that having a church key does NOT permit unrestricted use of St. John's facilities.
- 7) It is the responsibility of the user to leave the area in the same or better condition than as was found. If church staff determines that the area must be cleaned due to user failure to leave it in a clean condition, the user will incur a \$75 minimum cleaning fee which will be deducted from the deposit. Certain events, such as weddings, will require a \$75 payment directly to St. John's custodial staff for cleaning (see Facility Wedding Policy).
- 8) Any charge incurred for the replacement or repairing of church property will be the sole responsibility of the user.
- 9) The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual making the application. Such person shall provide to St. John's a signed Waiver and Release Agreement (see page 12).
- 10) If the event is physical in nature (for example, involving gym use), the Group Organizer must have each participant (or parent or guardian) sign a Waiver and Release form (page 14). These must be provided to the church office prior to the event.
- 11) Food SHALL NOT be left at the Church after the conclusion of an event. If food is left after the event a disposal fee of \$75 will be deducted from the deposit.
- 12) Except as necessary for the sacrament of Holy Communion, all facilities and campus are SMOKE, ALCOHOL, and DRUG FREE. These items are PROHIBITED anywhere on the church property.

- 13) Rice, confetti, bird seed, or similar materials are PROHIBITED from use anywhere on the church property. Wedding runners are not allowed. Any flower-girl petals dropped must be fake.
- 14) The users of the Church facility shall provide their own dishtowels, dishcloths, tablecloths, etc. if needed.
- 15) All interior lights shall be turned off when property is vacated.
- 16) All exterior parking lot/entryway lights shall be turned off when property is vacated.
- 17) Use of and access to rooms/facilities other than those assigned must have prior office approval.
- 18) Children must have adult supervision at all times while on the campus of St. John's.
- 19) In the case of individuals and organizations using the facilities on an ongoing basis, a separate reservation/contract may be negotiated and may include special conditions and requirements as deemed necessary and appropriate.
- 20) If any group has reserved space but decides not to use the space, it shall notify the church office as soon as possible.
- 21) St. John's copier, audio-visual, and other equipment are not available for use, unless written permission has been obtained from the church office in advance.
- 22) St. John's is not responsible any lost, damaged, or stolen articles.
- 23) In the event of an emergency such as fire, personal injury, etc. call 911 to report the emergency and then contact Pastor (see page 8) if the church office is closed.
- 24) If an incident involving injury or damage occurs an Incident Report (see page 9) must be completed and submitted to the church office immediately.
- 25) Everyone using St. John's Lutheran Church facilities must obey all church rules, and all federal, state, and local laws and act in accordance within St. John's Vision and Statement of Faith (see pages 10-11).
- 26) The Group Organizer shall assure that all participants are aware of and obey this policy. The behavior of each participant reflects on the entire group and affects future use of the facilities.

SPECIFIC USAGE RULES FOR FACILITY AREAS

KITCHEN

- 1) Due to McHenry County Health Department regulations, utilization of kitchen equipment and supplies is limited. Pre-packaged and/or pre-prepared foods may be served from our kitchen using utensils and supplies that the user provides. However, if it is desired that food preparation take place in St. John's kitchen, a Certified Food Handler must meet with St. John's staff prior to event to go over preparation and clean up procedures and be present during food preparation.
- 2) Church refrigerators/freezers may be used in the 24 hours prior to the event with church office approval. Food SHALL NOT be left at the Church after the conclusion of an event. If food is left after the event a disposal fee of \$75 will be deducted from the deposit.
- 3) All surfaces used must be thoroughly cleaned following use.

ROOM 110:

Ensure Restroom and Galley kitchen are in as good or better condition than they were found.

GYM

- 1) Tables and Chairs are available for indoor use. After your event, tables and chairs must be cleaned and returned to the South Storage room at the west side of the Gym.
- 2) The gym floor must be dry mopped and cleaned as needed. Mop up wet spills immediately. Mops and equipment can be found in the South Storage room. Wet mop is in kitchen pantry.

PAVILION

- 1) The pavilion area must be left in as good or better condition as it was found.
- 2) Caution must be used when using the fireplace, and all fire must stay within the confines of the fireplace. Chimney flue must be open.
- 3) Wood may be used if it is available. If you want to leave any extra wood for the next user that would be great!
- 4) Water is available at the hose spigot just south of the Shelter. The water spigot must be completely turned off after use.
- 5) Playground is available for use when church activities are not using it. However, not all equipment is suitable for children of all ages. Adult supervision is required.
- 6) Trash and food must be cleaned up and picnic tables must be cleaned to ensure nothing sticky is left on them.
- 7) The red cover must be left safely on the fire pit in the concrete north of the shelter.

DEPARTURE CHECKLIST

- ✓ Take all trash to the dumpster located north of playground. Replace all trash can liners. Liners are located at the bottom of the trash cans underneath the current liner.
  - ✓ Clean all surfaces used as needed.
  - ✓ Vacuum or sweep floors as needed.
  - ✓ Put tables and chairs back to the manner they were found.
  - ✓ Turn off all lights including parking lot.
  - ✓ Walk through lobby restrooms to ensure toilets are flushed.
    - ✓ **Lock and ensure closure of all exterior doors.**
- ✓ Leave key on secretary's desk or under the office door if office is locked.
  - ✓ Please submit an Incident Report if appropriate.

## FACILITY USE FEE & DEPOSIT SCHEDULE

Category 1: St. John's events scheduled by St. John's Staff, Governing Board, or congregational ministries.

Events without charge

Category 2: Member events including weddings, receptions, anniversaries, birthday parties, meetings, etc. whose objectives are deemed by staff to align with St. John's vision and Statement of Faith.

Events are without charge, but donations to offset costs are encouraged and appreciated. \$2 per person attending is a common donation.

\*Weddings are an exception and require a \$75 Cleaning Fee paid directly to the church custodian on or before the rehearsal. See Wedding Checklist for more information.

Category 3: Not-for-profit public service and private events, including non-member weddings, parties, or other events whose objectives are deemed by staff to align with St. John's Vision and Statement of Faith.

Full-day use – more than 4 hours	\$100
Part-day use – less than 4 hours	\$50

## DEPOSIT SCHEDULE

### CATEGORIES 2-3

\$75 cleaning deposit is required at the time of event reservation. Please see \*Weddings exception above.

\$50 security deposit is required to check out a building key.

These deposits will be returned to you if things are deemed to be in good order and the key is returned.

## EMERGENCY RESPONSE AND CONTACT INFORMATION

In all cases of emergency, your first consideration is the safety and welfare of event attendees.

**Please review the St. John's Crisis Management Plan located ??where??? in advance for detailed assistance in case of emergency.**

Weather (Tornados or Severe Weather): Take shelter immediately in the lobby bathrooms. Move away from window/glassed areas of the building to areas located in the interior of the building.

Fire: Evacuate the building immediately and then call 911 to report the fire. Then call Pastor (see below).

Medical/Police: In the event of a medical or law enforcement emergency, call 911 immediately. Trained individuals may use the AED in the lobby. First Aid kits are located around the facility. After calling 911, please call Pastor (see below).

Mechanical/Electrical: If there is a significant problem with the mechanical or electrical operations of the building, please call Pastor (see below). Minor issues must be reported using the Incident Report (page 9).

Building Damage: If there is any significant damage to the building or St. John's property, (e.g., broken window), immediately call Pastor (see below). Minor interior damage must be reported using the Incident Report (page 9).

If an incident involving injury or damage occurs, and emergency services are not needed, an Incident Report (see page 9) must be completed and submitted to the church office immediately.

### Emergency Contact

MEDICAL/POLICE/FIRE 911

PASTOR Caleb Schauer 815-353-4570

### INCIDENT REPORT

Use this form for incidents involving minor injury and/or damage for which emergency services are not needed.

Name of person completing this form: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### INCIDENT

Date & Time of incident: \_\_\_\_\_

Specific Location of the incident: \_\_\_\_\_

Name of person(s) involved and description of incident:

Witnesses and contact information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken in response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit completed form to the church office within 24 hours of the incident.

**St. John's Lutheran Church, Union, IL**

**VISION STATEMENT**

St. John's Lutheran Church strives to equip people to "go and make disciples of all nations" (Matthew 28:19-20) through Connecting to the Triune God, Father, Son and Holy Spirit, Growing as his disciples, and Living out our faith missionally.

By Connecting, Growing, Living we mean

Connecting with the Triune God

In Worship

Living each day in His Grace

Growing as His disciple by

Daily Prayer

Daily Bible Study

Developing nurturing relationships to encourage spiritual growth

Showing Humility

Giving Cheerfully

Living out our faith missionally by

Developing intentional relationships to bless others and share Christ

Bing Christ's Hands and Feet to others in our Church, Community, and World.

**STATEMENT OF FAITH**

We believe in God, the Father Almighty, Maker of heaven and earth.

And in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, and born of the virgin Mary, suffered under Pontius Pilate, who was crucified, died and was buried.

He descended into hell and on the third day He rose again from the dead.

He ascended into heaven and sits at the right hand of the Father.

From thence He will come to judge the living and the dead.

We believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting, Amen.

St. John's Lutheran Church belongs to The Lutheran Church-Missouri Synod. This congregation and all its members accept without reservation all the canonical books of the Old and New Testaments as the inspired and revealed Word of God, and the only rule and norm of faith and practice. We accept all the symbolical books of the Evangelical Lutheran church, contained in the Book of Concord of 1580, as a true and unadulterated statement and exposition of Christian doctrine, drawn from and in full agreement with, the Holy Scriptures; hence, no doctrine shall be taught or tolerated in this congregation which is in any degree at variance with the following symbols of the Evangelical Lutheran Church:

- The Three Ecumenical Creeds
  - The Apostles' Creed
  - The Nicene Creed
  - The Athanasian Creed
- The Unaltered Augsburg Confession
- The Apology of the Augsburg Confession
- The Smalcald Articles
- The Large Catechism of Martin Luther
- The Small Catechism of Martin Luther
- The Formula of Concord

**St. John's Lutheran Church Union, Illinois**

Statement on Marriage and Sexuality (from Governing Board Policy Manual Appendix E)

The marriage policy of St. John's Evangelical Lutheran Church, a member congregation of The Lutheran Church-Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman, as God created them in their mothers' wombs (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church-Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

### Facility Use Application/Agreement

Application Date \_\_\_\_\_

Member Name \_\_\_\_\_ Phone \_\_\_\_\_

Group Organizer (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Event Purpose/Activities \_\_\_\_\_

Event Date 1<sup>st</sup>choice: \_\_\_\_\_ 2<sup>nd</sup>choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Event Start Time \_\_\_\_\_ End time \_\_\_\_\_ Set-Up Time \_\_\_\_\_

Ongoing Use: \_\_\_\_\_

Facility Area(s) Requested:

- Gym
- Room 110
- Room 103
- Fellowship Hall
- Kitchen
- Other \_\_\_\_\_

I recognize that filling out this form in no way ensures approval. By signing below, I indicate that I have received and read and agree to ensure that my group will use the St. John's facility in accordance with the Facility Use Policy and the Statement of Faith and Statement on Marriage included in the Policy and that no activities that conflict with St. John's Statement of Faith, Statement on Marriage, and Facility Use Policy will be conducted.

Signature of Agreement \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

- Category \_\_\_\_\_ Fee due \$ \_\_\_\_\_
- APPROVAL: Pastor \_\_\_\_\_ Church Staff \_\_\_\_\_
- Waiver & Release Agreement Signed
- Certificate of Insurance if applicable
- Deposits received: Cleaning \$ \_\_\_\_\_ Security \$ \_\_\_\_\_
- Deposits returned \$ \_\_\_\_\_ Date \_\_\_\_\_
- Key checked out date \_\_\_\_\_ Key returned date \_\_\_\_\_
- Fee received: \$ \_\_\_\_\_ Date \_\_\_\_\_
- Notify Applicant upon Approval

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Facility Use Waiver and Release**  
For Group Organizer

I enter into this Building Use Waiver Release (Agreement) with St. John's Lutheran Church for the privilege to use the facility located at 6821 Main Street, Union, IL 60180.

1. Waiver and release of all claims

In consideration for the use of the facility, I waive and release St. John's Lutheran Church, its agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my use of the facility and/or equipment.

Facility Use Hold Harmless Agreement

I hereby acknowledge and assume full responsibility for all my group's activities conducted as a user of St. John's Lutheran Church's facility and property. I agree to hold St. John's Lutheran Church, its members, officers, volunteers, and employees harmless and to indemnify the same from any and all claims and damages arising from my group's usage of the facility. This indemnity is intended to be full and complete and shall include any claims made by myself or my group members and/or third parties and shall include any losses and/or damages sustained by me and/or my group against St. John's Lutheran Church, their members, officers, volunteers, and employees, including but not limited to judgments for damages and reasonable attorney's fee.

I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk.

- 2. I understand that St. John's Lutheran Church is not responsible for any lost or stolen valuables or property from within the facility.
- 3. While at the facility, I agree to conduct myself in a responsible and safe manner and will refrain from engaging in inappropriate conduct, including the use of loud, foul, slanderous language or any intimidating or offensive conduct that would interfere with the peaceful use and enjoyment of the facility by other users.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue St. John's for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by St. John's Lutheran Church will void and terminate this Agreement and may result in loss of the ability to use the facility.

Name of Organization (if applicable) \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

St. John's Lutheran Church  
6821 Main Street, Union IL  
**Facility Use Waiver and Release**  
**For Participant**

I enter into this Building Use Waiver Release (Agreement) with St. John's Lutheran Church for the privilege to use the facility located at 6821 Main Street, Union, IL 60180.

Waiver and release of all claims

In consideration for the use of the facility, I waive and release St. John's Lutheran Church, its agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my use of the facility and/or equipment.

Facility Use Hold Harmless Agreement

I hereby acknowledge and assume full responsibility for my participation in any activities as a user of St. John's Lutheran Church's facility and property. I agree to hold St. John's Lutheran Church, its members, officers, volunteers, and employees harmless and to indemnify the same from any and all claims and damages arising from activities and usage of the facility. This indemnity is intended to be full and complete and shall include any claims I may make for myself and/or on behalf of my minor children as participants and shall include any claims for losses and/or damages sustained by me and/or my minor children as participants against St. John's Lutheran Church, its members, officers, volunteers, and employees, including but not limited to judgments for damages and reasonable attorney's fee.

I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk.

I understand that St. John's Lutheran Church is not responsible for any lost or stolen valuables or property from within the facility.

While at the facility, I agree to conduct myself in a responsible and safe manner and will refrain from engaging in inappropriate conduct, including the use of loud, foul, slanderous language or any intimidating or offensive conduct that would interfere with the peaceful use and enjoyment of the facility by other users.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue St. John's for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by St. John's Lutheran Church will void and terminate this Agreement and may result in loss of the ability to use the facility.

Name of Participant (please print) \_\_\_\_\_

Parent/Guardian Name if participant is a minor (please print) \_\_\_\_\_

Signature (Participant OR Parent/Guardian if participant is a Minor) \_\_\_\_\_

Date \_\_\_\_\_