

# ST. JOHN'S EPISCOPAL CHURCH

321 West Chestnut Street, Lancaster, PA 17603

Telephone: 717-299-1188

office@stjohns-lancaster.org

## MISSION

St. John's Episcopal Church expresses their commitment to welcoming individuals and groups to our physical facility as well as our worship services. Our facilities are an important resource for the life of our parish and our community. In opening our doors to others, we desire to connect with the community around us and to be a vital presence. We want to share our beautiful handicap-accessible facility with people in our community, offering a safe and comfortable environment for people. Whether you are looking for a place to gather for a meeting or a special event, our rooms are bright and inviting. We offer our facility for activities that promote the well-being of our community with a natural relationship to family and the core values of the Church. We are interested in helping you have a good experience in our facility and will help you in any way we can.

## BUILDING USE POLICY

In accordance with Church Canons, the Rector shall have final control and responsibility for the use of parish facilities. Scheduling arrangements and other details of use shall be carried out by the Parish Staff, according to these policies set by the Vestry.

## USAGE FEES

A deposit of 50% is due 30 days in advance of the event. Balance of payment is due 7 days prior to the event. Cancellation notice of 7 days is necessary for a full refund. Checks should be made payable to: *St. John's Episcopal Church* and please note "Building Use" in the memo line. All contributions will be based upon the fee schedule below.

Area	Half Day Fee	Full Day Fee
Parish Hall	\$200	\$350
Parish Hall and Kitchen	\$250	\$400
The Upper Level	\$200	\$350
Sanctuary (non-wedding events)	\$300	NA
Kitchen	\$100	\$150
Courtyard	\$100	\$150
All Purpose Room	\$50	\$100

For descriptions of spaces, please see our Event Spaces brochure at [www.stjohns-lancaster.org](http://www.stjohns-lancaster.org).

For life celebrations such as weddings or funerals, please see our website at [www.stjohns-lancaster.org](http://www.stjohns-lancaster.org).

**PARISHIONERS:** The building and grounds shall be made available to members of St. John's for their private use, upon approval by the Parish Staff. A discount may be applied to the above fees.

**NON-PROFIT ORGANIZATIONS:** The building and grounds shall be made available to non-profit organizations, whose purpose is to provide educational, social, and cultural activities for the church and/or the community. Availability shall be determined by the Office Manager in conjunction with the staff.

**CONDITIONS APPLICABLE TO ALL USES**

1. St. John’s assumes no liability for injuries and assumes no liability for the loss of or damage to non-St. John’s property.
2. The contracting party is responsible for all damages to the facility incurred during the scheduled usage. Charges will be applied against the security deposit.
3. The serving of alcohol is allowed with the approval of the Parish Staff and should be requested on the Facility Use Request Form. Liquor is prohibited.
4. The facility will be opened and closed by a member of St. John’s, except for regularly scheduled meetings, for which a key is assigned to the contact person in charge. This person is responsible for the opening/closing and care of the facility and may not transfer/copy the key for anyone else’s use.
5. St. John’s Episcopal Church maintains a drug free environment and expects conduct worthy of a place of reverence. Inappropriate conduct will result in immediate termination of the event.
6. The space must be returned to the way it was found. All trash should be deposited in the outdoor dumpster.
7. The stated capacity of each area of the facility may not be exceeded.
8. All events are subject to City of Lancaster sound ordinance, concluding by 10:00 p.m.
9. St. John’s prohibits entry of any person who is carrying a firearm or other weapon, including a licensed concealed handgun, except authorized law enforcement officials.

**THESE CONDITIONS MAY BE WAIVED AT THE DISCRETION OF THE RECTOR, IN CONSULTATION WITH THE WARDENS.**

**INSURANCE**

Persons leasing or using the church will provide a “Certificate of Insurance” which includes the church as an “Additional Insured”. The certificate shall indicate coverage limits (\$1,000,000 minimum) and name the insurance carrier, policy number, effective dates of coverage and describe the nature of the event at St. John’s Episcopal Church. If requesting to serve alcohol, a provision for liquor liability coverage must be included on the Certificate of Insurance.

**ACCEPTANCE**

I, please print your name, the undersigned representative for \_\_\_\_\_, acknowledge receipt and understanding of the above terms and conditions applying to the use of these facilities, as adopted by the Vestry of St. John’s Episcopal Church on November 20, 2021.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# St. John's Episcopal Church Facility Use Request Form

OFFICE APPROVALS ONLY	
Rector	_____
Office	_____
Sexton	_____

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(MUST BE PRESENT DURING USE OF FACILITY)

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_; Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_

(TIMES REQUESTED MUST INCLUDE SET UP, TEAR DOWN AND CLEAN UP OF PERSONAL ITEMS AND DECORATIONS IN OUR FACILITY.)

Approximate Number of People: \_\_\_\_\_, adhering to occupancy loads posted in accordance with Fire Codes.

Space Being Requested: (CHECK ALL THAT APPLY)

- Parish Hall
- Parish Hall and Kitchen
- The Upper Level
- Sanctuary
- Kitchen
- Courtyard
- All Purpose Room

\_\_\_\_\_ Serving of alcohol is requested and limited to \_\_\_\_\_ *List type, quantity and serving means*

\$\_\_\_\_\_ is due on \_\_\_\_/\_\_\_\_/\_\_\_\_ to reserve these facilities, while the balance totaling \$\_\_\_\_\_ due on \_\_\_\_/\_\_\_\_/\_\_\_\_ in order to use our facilities.