



ST. JOHN'S UNITED CHURCH OF CHRIST
1811 Lincoln Way East, Chambersburg, PA 17202

BUILDING Use FEES

USE OF CHURCH FACILITIES

- A. St. John's United Church of Christ makes its space available to individuals and organizations whose use of the space does not conflict with the purposes of St. John's or with St. John's Safe Church Policies. A usage fee is recommended by the Trustees and is approved by Consistory.
- B. Some organizations/events have no usage fee assessed. Examples include:
 - a. Organizations (such as Scout troops) officially recognized by Consistory.
 - b. Events approved as outreach events by Consistory
 - c. Meetings of official St. John's groups
- C. The Trustees must approve, in writing, all use of church facilities whether or not a fee is assessed. Trustees will assure that any use complies with all Safe Church policies.
- D. Use of church facilities is scheduled through the church office.

BUILDING ACCESS AND SECURITY

- A. All users will be issued a Key or Key Card for which a returnable \$50 deposit is charged.
- B. Users will be responsible for locking the church, turning off all lights and assuring bathroom water is not running when leaving the building.

USER'S RESPONSIBILITIES

- A. Any person or organization wishing to use church facilities at St John's should submit the request to the Church office by completing a "Building Reservation Contract." Trustees reserve the right to review and change agreements as needed.
- B. The user assumes full responsibility for the proper care and use of the church facilities. Any damage or extra cleanup to the facility during use will be invoiced to the user and is payable upon receipt.
- C. The user is responsible for contacting the Church Office Staff to make any arrangements for special needs (room set-up, cleaning, etc)

FEES FOR OUTSIDE EVENTS

ROOM	FEE		OCCUPANCY
	Monday-Thursday	Friday-Sunday	
Conference Room	\$25	\$50	1-25
Fellowship Hall	\$25/hour (not to exceed \$100)	\$35/hour (not to exceed \$150)	1-250
Kitchen	\$25/hour (not to exceed \$100)	\$35/hour (not to exceed \$150)	1-10
Parlor	\$25	\$50	1-30
Room #116	\$30	\$50	1-80
Sanctuary	\$250	\$350	1-500

Organizations/individuals conducting fund raising events using St. John's facilities are strongly encouraged to proffer a donation. The donation can be the fee suggested in "Fees for Outside Event" or a 10% tithe of funds raised by the event.

There will be no charge for the personal use of the church facilities at St. John's for:

- A. An Active, In-Active or Potential Member (As Defined in Church Windows Software).
- B. Persons who are not members but who have a significant connection with St. John's. Examples would include but not be limited to a Pastor Emeritus or an employee.
- C. Persons who are not members but who are related to an Active or In-Active Member. Examples would include but not be limited to the spouse of a member who is not a member or child is not a member of St. John's.
- D. Use of church facilities are scheduled through the Church Office.