

Facility Use Policy

1. To avoid any conflicts with the church calendar, the use of any and all areas in the St. Paul building or grounds must be scheduled in advance with the church office. Unscheduled use will not be permitted.

2. Constituted groups or organizations that are a part of St. Paul congregation may schedule their request on a first come, first served basis through the church office.

a. All other groups or individuals requesting the use of church facilities must obtain Church Council approval.

3. A "Facility and/or Equipment Use Request" form must be completed to be considered or scheduled for the requested use.

4. The person or group requesting use of St. Paul Church will be responsible for opening and closing the building, including all doors and windows, turning all lights off, clean-up, making sure the group stays in the assigned areas, and returning the key to the church office (Secretary or Pastor), within 24 hours after use.

5. Keys will only be issued (as needed) to persons 18 year of age and over. The person requesting the key must be in attendance for the duration of the scheduled function or activity.

6. Persons not familiar with St. Paul facilities should request an orientation tour from the custodian, trustee or the Secretary.

7. No alcoholic beverages, beer or wine, will be allowed on the St. Paul church premises.

8. Outside (non-member) groups and caterers will provide their own table service. Outside groups and caterers are limited to use of kitchen facilities of stoves, refrigerator, countertops, and sinks.

9. Only members of St. Paul congregation may borrow folding tables and chairs and certain kitchen items, such as roasters. These must be requested on a first come, first served basis, using the "Facility and/or Equipment Use Request" form posted on the bulletin board across from the Secretary's office.

10. The custodian will check, prior to usage and after usage, all building areas and restore facilities to correct seating configuration and perform follow-up cleaning.

11. For Wedding fees and information please refer to the separate Wedding Guidelines.

12. All fees must be processed through the church secretary, in the church office, at least two days prior to the scheduled event. At this time, the key may be picked up (if necessary).

13. *The Church Council reserves the right to review all Usage Fee Schedules based on usage requests and type of use.*

Fellowship Hall Fees

1. Constituted groups or organizations that are a part of St. Paul Congregation or Council approved groups for church related use:	NO CHARGE
2. St. Paul members or groups for non-commercial use (e.g. bridal, baby showers, family parities):	Key deposit: \$10:00 (refundable) Fellowship Hall : NO CHARGE Custodial fee: \$25.00
3. St. Paul members or Council approved groups or organizations for commercial use:	Key deposit: \$25.00 (refundable) Fellowship Hall: \$50.00 per day Custodial fee: \$25.00
4. Non-member group, civic or non-profit organization	Key deposit: \$25.00 (refundable) Donation: \$100.00 Custodial fee: \$50.00
5. Non-member or group for commercial use;	Key deposit: \$25.00 (refundable) Fellowship Hall: \$100.00 (1-4 hrs); \$200.00 (4-8 hrs) Custodial fee: \$50.00