

FIRST JOHN CHURCH FACILITIES USE GUIDELINES

The facilities of First John Church may be used by members and non-members for weddings, baptisms, wakes, funerals, banquets, parties, showers, musicals and musical rehearsals.

First John Church reserves the right to refuse the use of our facilities for any activity not directly connected to official First John Church activities.

Fees and deposits must be paid in advance. **Reservations are not confirmed until all fees and deposits have been received.**

Cleanup must be finished within the specified time limits. A fee of \$50.00 per half hour will be charged for exceeding the time limit.

Cancellations must be given in writing at least two weeks in advance of the scheduled event in order for deposits to be returned.

Activities with one hundred or more guests require a security patrol. The security patrol is \$20.00 per hour with a minimum of four hours.

Member Reduced Rates

Reduced rates are a way of showing appreciation and giving back to those members who are faithful to their church. Reduced rates for members apply only to members in good standing (eligible to vote). Those who are not members in good standing must pay the non-member rate.

REQUIREMENTS FOR BEING A VOTING MEMBER AT FIRST JOHN

1. Must be a consistent tither. The only exception is if an individual has no source of income.
2. Must have at least a 50% attendance at Sunday morning worship services and at least a 50% attendance in either Christian Growth or weekly Bible Study. Exceptions will be individually considered by the senior pastor and department heads.
3. Must be actively serving in at least one position in the church. No exceptions.
4. Must not be currently undergoing church discipline. No exceptions.
5. Must have been a member for at least the ninety days immediately preceding a vote in which a member desires to participate. No exceptions.
6. Must be an adult of at least eighteen years of age. No exceptions.

WEDDING TIME LIMITS

Wedding rehearsals will have a time limit of two hours and a time limit of three hours if there is a rehearsal dinner. The wedding ceremony and reception together will have a time limit of four hours.

Fees For Non-members' Weddings & Other Activities

Sanctuary only	\$300.00 rental	\$150.00 deposit
Fellowship Hall only	\$350.00 rental	\$175.00 deposit
Sanctuary <u>and</u> Fellowship Hall	\$650.00 rental	\$325.00 deposit
Kitchen Fee	\$50.00 (Only when cooking at the church)	
Video Projector Use Fee	\$50.00 per hour	

Fees For Members' Weddings

Sanctuary only	\$50.00 monitor	\$150.00 deposit
Fellowship Hall only	\$50.00 monitor	\$175.00 deposit
Sanctuary <u>and</u> Fellowship Hall	\$50.00 monitor	\$325.00 deposit

Fees For Members' Banquets, Parties, Showers

Fellowship Hall only	\$250.00 rental	\$175.00 deposit
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First John auxiliaries pay no fees or deposits. The auxiliary president is responsible for cleanup and care of the facilities. The primary guests must be members of First John unless it is a fundraiser or evangelistic endeavor pre-approved by the department elder.

Members' Musicals

Sanctuary only (4 hr. limit)	\$250.00 rental	\$150.00 deposit
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Members' Musical Rehearsals

Sanctuary only (2 hr. limit)	\$75.00 rental	\$100.00 deposit
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BAPTISMS

Since baptism is a legitimate part of the Christian Commission, no fee or deposit will be required of churches desiring to use First John facilities for the express purpose of baptism.

WAKES

Non-members

A fee of \$100.00 and a deposit of \$150.00 will be required in advance for non-members. Only the sanctuary will be used.

Members

No fee or deposit will be required for wakes of members or immediate family members of First John members. (Immediate family members include spouses, parents, children, dependents and siblings.)

There will be a time limit of two hours for wakes with an additional half hour allowance for cleanup. Only the sanctuary will be used.

FUNERALS

Non-members

Sanctuary	\$100.00 rental	\$100.00 deposit
Fellowship Hall	\$300.00 rental	\$150.00 deposit

Members and Immediate Family Members

Sanctuary	\$00.00 rental	\$00.00 deposit
Fellowship Hall	\$00.00 rental	\$00.00 deposit

BORROWING OF FIRST JOHN CHURCH PROPERTY

No furniture, equipment or other property of First John Church may be borrowed by any individual or any organization at any time for any reason.

MANDATORY CONDUCT ON FIRST JOHN CHURCH PROPERTY

1. There shall be no use of tobacco, alcohol or illegal drugs on First John Church property.
2. There shall be no disorderly conduct or profanity.
3. Children shall restrict their playing to the outside of the building, but shall not be allowed to play in the parking lot or be left without proper adult supervision.
4. Eating and drinking shall be restricted to the dining area in the fellowship hall and to the outdoors. No exceptions.
5. There shall be no long distance calls made at the expense of First John Church.
6. Time limits shall be observed when applicable.
7. The facilities and grounds shall be left clean, neat, undamaged and arranged as found.
8. All trash and garbage shall be either deposited in the church dumpster or removed from the premises.
9. Nothing shall be done which could be injurious to the image of First John as a church or any member(s) of First John Church.
10. Firearms, ammunition and weapons of any kind are expressly forbidden on First John property with the exception of authorized law enforcement personnel.

WARNING!!! Violations of these policies may result in your activity being halted while in progress and all guests being escorted off the premises.

RETURN OF DEPOSITS

Deposits will be returned in full if time limits are not exceeded, the facilities (including exterior) are left clean and undamaged and no other agreements have been broken.

THE RENTER IS RESPONSIBLE FOR CONTROLLING THE CONDUCT AND ACTIONS OF ALL GUESTS.

