

## St. John's Ev. Lutheran Church & School

### All-Purpose Room (APR) Use Policy

The grounds of St. John's Ev. Lutheran Church and School are alcohol, tobacco, and drug free.

To use the APR you must contact the pastor, principal, or secretary for a reservation application.

Guidelines:

1. Regularly scheduled church and school activities have first priority.
2. The APR is available for use by members of St. John's and all sister congregations on a first come, first serve basis. An application for its use can be obtained from the pastor, principal, or secretary of St. John's. This application must be approved and signed by both the pastor and principal. **A \$100 security deposit must accompany the application. (Please provide two checks – one for the amount of your Usage Fee the other for \$100 deposit.)** This deposit will be returned once the event has ended and it is determined there are no damages. (See Usage Fees, page 2)  
**Deposit fee will be kept if the kitchen and gym are not cleaned according to guidelines – see page 2.**
3. The APR will be available for use as a shelter during natural disasters, public emergencies, and as a blood mobile site.
4. Children are not to be in the APR while their parents are cleaning the school. The APR is also unavailable during school cleaning hours and when maintenance is being done to the building.
5. Regular open gym nights, youth group activities, inter-congregational activities, and family nights will be scheduled regularly. Consult your church calendar.
6. Responsible adult supervision is mandatory at all times.
7. Athletic shoes with non-marking soles are required for athletic participation and open gym nights.
8. Do not install or remove any equipment in the APR. Please request any equipment you would need to use.
9. Report any damages in writing to the pastor, principal, or athletic director.
10. When the responsible parties are finished using the facilities, make sure the following items are checked before leaving the building:
  - Lock and secure all doors;
  - Shut off all lights, including bathrooms and kitchen;
  - Check for running water in the bathrooms and kitchen;
  - Shut off all kitchen appliances.

## Usage Fees:

1. No charge for funerals, but donations are welcomed.
2. Wedding receptions, family gatherings, parties, anniversaries, and other non-church related functions must be pre-approved by the pastor and principal. Usage fees will be allocated as follows:
  - \$100 security deposit at time of reservation – refundable after final inspection of the building. . **(Please provide two checks – one for the amount of your Usage Fee the other for the \$100 deposit. Usage Fee check will be cashed after event; deposit balance check will be returned to you.)**
  - \$50 : 1 to 75 people
  - \$100 : 76 to 150 people
  - \$200 : 150+ people
3. Set up and clean up will be the responsibility of the party requesting the use of the APR. If not cleaned properly, the \$100 deposit fee will be kept. St. John's School participates in the National School Lunch Program. Regular health inspections are made. We also consider peanut allergies. Thank you for your cooperation.
  - Vacuum rugs
  - Put away tables and chairs
  - Sweep all floors
  - Mop kitchen floor, as needed
  - Clean sinks, stove top, oven, etc.
  - Wipe counter tops with water/soap only
  - Remove all your used dishes and containers.
  - Take all garbage out to dumpster.
  - Check paper, trash, and toilets in bathrooms.
4. Set up and take down service is available at an additional fee of \$50. Must be requested one week in advance.

## Storage Room Guidelines

1. All chairs must be staked in groups of ten.
2. All chairs are to be placed in rows in the storage room.
3. Tables are to be washed and dried before stacking.
4. Tables are put on carts and placed at the west end of storage room.
5. Tables are to be placed back to back, front to front on carts.
6. Mops and brooms must be hung up when you are finished using them.

**Application Form to Reserve the All-Purpose Room**

- **Name of individual or group in charge:**

\_\_\_\_\_

- **Home Phone** \_\_\_\_\_

- **Date of APR Use:** \_\_\_\_\_

- **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

- **Type of Activity** \_\_\_\_\_

- **Number of Guests Anticipated** \_\_\_\_\_ \*

\*Usage Fees: \$50 : 1 to 75 people  
\$100 : 76 to 150 people  
\$200 : 150+ people

- **Subject to approval by Pastor and Principal**
- **St. John's is not responsible for any injuries due to neglect in the use of equipment on church or school property.**
- **I am familiar with St. John's APR Use Policy and clean up requirements and I accept responsibility for the organization or group noted above.**

\_\_\_\_\_  
**\$100 Deposit Received**  
**(Please provide 2 separate checks.**  
**One for total Usage Fee,**  
**One for \$100 deposit.)**

\_\_\_\_\_  
**Date/Initials**

\_\_\_\_\_  
**Signature of Individual**                      **Date**

\_\_\_\_\_  
**\$ Rental Fee Received**

\_\_\_\_\_  
**Date/Initials**

\_\_\_\_\_  
**Signature of Principal**                      **Date**

\_\_\_\_\_  
**Signature of Pastor**                      **Date**