

St. James Lutheran Facility Use Policy and Forms

Thank you for your inquiry into the use of St. James Lutheran Church! The mission of St. James Lutheran Church is to serve God in the home, the church, and the community....summed by the command of our Lord Jesus, "Not to be served, but to serve."

In keeping with St. James' primary mission, priority for use of the facilities is given to worship related activities (including weddings, funerals, etc.); scheduled meetings of approved committees or groups within the congregation, or other appropriate member-sponsored activities (i.e. wedding of anniversary receptions, small group studies or project groups.)

In support of our mission it is our policy to make the church's facilities available to the community for educational and/or service purposes when they are not in conflict with the primary use. To make certain there are no conflicts, group use is scheduled through the main office by calling (816) 452-1018.

The St. James Web Site www.stjameskc.org maintains a calendar of activities scheduled which is automatically updated, so checking the web site calendar will give you real time glance at space availability and activity.

The following guides apply to all parties utilizing St. James Facilities

- 1) Consumption of alcoholic beverages (except the use of wine for sacramental purposes) on church property is expressly forbidden.
- 2) Smoking is not allowed in the church building.
- 3) No firearms are permitted on church property.
- 4) Use of church equipment, including stove/ovens requires permission. (See Use Form)
- 5) It is the sole responsibility of the group/sponsor to clean and restore the facility used to its previous condition.
- 6) Extended or regular use of the facility by an outside group/club may be required to provide a binder of liability insurance, indicating that the club/group is properly protected, as is St. James against liability.
- 7) A refundable \$100.00 damage/cleaning deposit may be required of large groups using the facility.

St. James does not charge specific fees for use of its facility by non-profit, community groups or organizations. However, it is customary and usual that appropriate donations be made to help offset the cost associated with utilities consumed and wear on the facility. Suggested Donations are as follows, and are arrived at based upon utility usage estimates.

Great Hall Use: \$25.00 per event.

Kitchen Use: \$25.00

St. Timothy Room: \$10.00

Sanctuary Use: \$200.00

Facility Use Form
St. James Lutheran Church
1104 NE Vivion Road
Kansas City, MO 64118 (816) 452-1018

Name of Person Requesting Use: _____

Contact Number(s): _____

Address: _____

E-Mail Address: _____

Representing: _____

Date(s) Requested for Facility: _____

Time Requested: From: _____ **To:** _____

Building Area Requested: (Check all that apply)

____ **Main Sanctuary \$200.00** ____ **Great Hall \$25.00** ____ **Kitchen: \$25.00**

____ **Bethlehem Room** ____ **Youth Room**

____ **Nursery** ____ **Prayer Room** ____ **St. Timothy \$10.00**

____ **Classroom (Specify)** _____

Special Requests for Equipment use: (Specify Need and Location)

_____(I/we) understand that (I am/we are) responsible for clean-up of the area utilized, and that if it not returned to a satisfactory condition, all or a portion of the \$100.00 deposit may not be returned and instead utilized to contract for cleaning services.

____A Deposit was received. ____The \$100.00 Deposit was waived.

____Fees for Designated Room Use were received in the Amount of: \$ _____ on _____

Signature of Requestor: _____ **Date:** _____

Signature of Authorizing Staff/Officer: _____ **Date:** _____