

The Episcopal Church of St. John the Baptist
3050 California Ave SW, Seattle, WA 98116
Parish Office: 206-937-4545

The Episcopal Church of St. John the Baptist
Building Use Agreement

Date Initiated:

Organization:

Person in charge:

Description of Event:

Date of Events:

- The facilities may be used only for non-profit activities.
- Building Security (Check one) [See Item #8 in Building Use Policy: Expectations (page 4)]
 - ☐ St. John's Representative will open, secure and close the building for the event.
 - ☒ Renter will open, secure, and close the building for the event.

Hold Harmless Agreement

The undersigned hereby agrees to release, save, and otherwise hold harmless St. John the Baptist Episcopal Church, its employees and agents from all claims, demands, actions, causes or other liability, injury, or harm caused by any act or omission of St. John the Baptist Episcopal Church its employees and agents arising out of the use of the premises of St. John the Baptist Episcopal Church.

Building Use Agreement

I further certify that I am an authorized representative of the above organization; that the statements are true to the best of my knowledge; and that we will adhere to the Expectations and Guidelines of St. John the Baptist Episcopal Church Building Use Policy.

(Requester's Signature)

(Church Signature)

(Date)

(Date)

The Episcopal Church of St. John the Baptist
Building Use Agreement – Fees and Charges

USE FEES

SPACE/SUPPLIES	RATE	FEE THIS EVENT
CHURCH NAVE , Base Fee, 0-5 hours	\$200	
<i>USE OF SOUND SYSTEM IN NAVE</i>	\$50	
<i>USE OF GRAND PIANO IN NAVE</i>	\$100	
PARISH HALL - Base Fee, 0-5 hours	\$200	
<i>USE OF UPRIGHT PIANO IN PARISH HALL</i>	\$50	
<i>USE OF SOUND SYSTEM IN PARISH HALL</i>	\$50	
LINEN USE- PRICE VARIES, AVAILABLE BY ADVANCED REQUEST	BY REQUEST	
KITCHEN - Base Fee, 0-5 hours, Options below		
FULL USE INCLUDING DISHES	\$250	
USE OF KITCHEN, OVENS, REFRIGERATORS (NO DISHES)	\$200	
USE OF DISHES AND FLATWARE ONLY (NO COOKING)	\$100	
USE OF COFFEE MAKERS ONLY (NO FOOD SERVED)	\$50	
KITCHEN USE REQUIRES SELECTION OF ONE OF THE FOLLOWING:		
USE OF DISHWASHER/LARGE SINK, TRAINED BY SJB STAFF	0	
KITCHEN CLEANING IF DISHWASHER TRAINING IS DECLINED	\$30/HOUR	
MEETING ROOMS - Base Fee, 0-2 Hours	\$40	
TOTAL USE FEE		

STAFFING FEES

Specific staffing fees will be determined by the size and complexity of the event,
as well as the specific needs of the event.

Staffing	Rate	Fee this event
SITE SECURITY AND COORDINATION		
(A) Keys provided by church	\$0, Training Req'd	
(B) Church representative opens and closes at established times.	\$60/event	
(B) Church representative on-site for full event.	\$30/hr	
KITCHEN CLEANING	\$50/Event	
ADDITIONAL JANITORIAL	\$30/hr	
TOTAL STAFFING FEE		

TOTAL OF USE AND STAFFING FEES DUE	
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DAMAGE DEPOSIT

Please pay in separate check; If it is not needed, this check will be returned to you.

Damage Deposit	Rate	Deposit
DAMAGE DEPOSIT	\$150/event	waived

Please make checks payable to St. John the Baptist Episcopal Church.

The Episcopal Church of St. John the Baptist

Building Use Policy

Purpose

- As stewards of our building resources we seek to maximize use of our facilities in accordance with our core values, the impact on other church programs, and costs to the church.
- **The facilities may be used only for non-profit activities.**
- The use of church facilities is subject to the approval of the Rector of the church and is administered by the Parish Administrator through the church office.
- The request to use church facilities is always subject to parish needs and prior reservations. Permission will be granted based on several factors: support of our core values, priority ranking of the user, and impact on our ongoing church activities.
- Church facilities are not normally available for non-member private parties.

Expectations

1. **NO SMOKING.** Saint John the Baptist (SJB) is a smoke-free facility. There is no smoking allowed anywhere in the building. Please pick up any cigarette butts or other smoking debris outside the building. Smoking is not permitted within 25ft of any windows or doors.
2. **ALCOHOL.** The use of alcohol is subject to specific prior approval from the Rector or Parish Administrator. With such approval, only beer and wine may be served and an equally attractive non-alcoholic beverage must also be served. A proper permit must be obtained by the user and posted in the appropriate areas as required by law. For events whose focus is underage children and their families, no alcohol may be served.
3. **FOOD & BEVERAGE.**
 - Please keep all food and beverages in the appropriate areas.
 - Clean up any spills or stains immediately.
 - Users are to supply their own food service supplies unless they have rented the full kitchen. Church supplies and paper products are not available for events or meetings.
 - NO food or beverages are allowed in the church sanctuary.
 - Use of the dishwasher and dish sink in the Kitchen requires training by SJB staff. Groups serving food who decline training agree to pay \$50 per event day to have SJB staff handle cleaning. If training or dishwashing services are declined and damage or clogging occurs, the group will assume responsibility for repair costs.
4. **SET-UP.** Prior arrangements for room setup must be made with the Parish Administrator. Special setups are billed at a minimum of \$30 for one hour of labor. An early setup time, well in advance of the event, is subject to additional use fees, and the availability of the requested spaces.
 - Church furnishings may not be moved without prior permission.
 - Church flyers, announcements, or other posted materials may not be removed.
5. **CLEAN-UP.** Users are expected to exercise care and leave the facility in the same condition it was found. The renter is responsible to:
 - Wipe up stains or spills
 - Remove decorations, signs, etc.
 - Return all dishes or supplies to the place you found them.

- Remove any food, supplies, etc. brought into the facilities
 - Bag trash and place in garbage cans on the east side of the building.
 - Use of the dishwasher and dish sink in the Kitchen requires training by SJB staff. Groups serving food who decline training agree to pay \$50 per event day to have SJB staff handle cleaning. If training or dishwashing services are declined and damage or clogging occurs, the group will assume responsibility for repair costs.
6. **SUPPLIES.** Users are expected to provide their own food and beverages and food service supplies for events or meetings. Church paper products are not available.
 7. **CHURCH SANCTUARY.** Furnishings within the church sanctuary (i.e. chairs, candlestands, altar, appointments, etc.) may only be moved, removed, or added by designated church personnel. Prior arrangements must be made through the church office. Permission to use the church sanctuary does not include permission to use the church piano or organ. Separate approval is required to use the piano or organ.
 8. **BUILDING SECURITY.** Options for building security will be discussed and agreed upon. If security is not provided by St. John's, users are responsible for leaving the facility in a safe and secure condition. Close and lock all outside doors and windows. Please double check building and parking lot for loitering individuals. Call police as necessary.
 9. **PARKING. Limited parking** is available at SJB. Street Parking is available. Please do not park in the West Seattle High School Parking lot without obtaining permission from the school.
 10. **FEES.** All use fees are payable to SJB two weeks in advance of the scheduled event.
 11. **DAMAGE & SECURITY DEPOSIT.** A Damage & Security Deposit of \$150 per event is required to cover the cost of replacing damaged items or for extraordinary building cleanup. The Damage & Security Deposit is payable when making application to use the facilities. The Deposit will be returned as appropriate after the facility has been inspected following the event. Additional damage fees will be assessed for damage in excess of \$150.

Reservation Guidelines

1. All reservations must be made with the Parish Administrator in the church office.
2. Reservations for space may be made no more than 90 days in advance of the event.
3. Use of church space is presumed to be a one-time use unless otherwise stipulated.
4. Longer term use of space is reviewed annually. SJB may end a space use agreement at any time with 90-days notice.
5. SJB reserves the right to cancel space use due to extraordinary circumstances (e.g. funeral).
6. All Fees and Damage & Security Deposit are due two weeks prior to the scheduled event.
7. SJB reserves the right to exclude use of space for any group whose stated values are in opposition to the Christian values as promoted by the Episcopal Church and this parish.