

**BUILDING USE GUIDELINES  
FOR  
ST. JOHN'S EPISCOPAL CHURCH PARISH HALL  
WEST POINT, VIRGINIA  
Revised 1/1/06**

The Vestry and Rector of St. John's Church are pleased to allow the use of our facilities by non-profit, civic, business, and fellowship groups for meetings, training sessions, and social events. Our parish hall can accommodate up to 100 people. We hope that the physical plant of St. John's Church will be an asset not only to our parish but also to the community at large. St. John's Hall is a private facility and St. John's reserves the absolute right in its sole discretion to decline to permit use of the facility to any individual or group. Use of our facility for private social functions is limited to active church members and other individuals sponsored by active church members.

In order to ensure that our building is properly enjoyed and maintained, St. John's Church has adopted the following guidelines. Please read these guidelines thoroughly before reserving the hall. Your signature on the reservation form signifies your commitment to uphold all of these guidelines and to ensure that other members of your group do the same. If you have any questions, please contact the Church Office at 804-843-4594.

I. Responsibilities of Groups Using the Building

- A. You are expected to take care of the building and its furnishings and to leave them in the same good condition that you find them. If you have any concerns about building condition at the start of your event, please contact the Church Office immediately. Individuals and groups renting St. John's Hall will be held accountable for any damage or unclean conditions that remain after their departure.
- B. You should leave the building as clean or cleaner than you found it. Cleaning supplies and a vacuum cleaner are kept in the maintenance closet located in the hallway across from the handicap-accessible restroom. Please follow this check list:
  - 1. Empty all trash and garbage into the large green trash can in the alley before you leave the premises.
  - 2. Vacuum the carpet as necessary to remove any debris. Mop up any spills as they occur.
  - 3. If the kitchen is used, clean it thoroughly. All utensils, dishware, flatware, glassware, etc. should be washed and put back into the drawers and cupboards where they were found. A commercial-grade dishwasher is available for your use. Soap powder is available under the kitchen sink. Dishwasher trays are stored on shelves in the island in the middle of the kitchen.
  - 4. Any tables that are used should be wiped clean. Please check chairs also for spilled food or crumbs. You must supply your own table linens and/or placemats. Table linens found in the kitchen are NOT for use by groups renting the parish hall.

5. Any marks on the walls are to be wiped clean.
  6. Food items found in the kitchen are for church use only. Please supply your own condiments and ingredients as necessary.
- C. You are responsible for turning out all the lights and making sure that all doors and windows are closed securely and locked before you leave. Failure to secure the building may result in serious damage for which you and your group would be held responsible. St. John's Church reserves the right to refuse subsequent rental of our facility to any individual or group that does not secure the building properly.
- D. You may rearrange the furniture in St. John's Hall to accommodate your group or event. We have 3 rectangular tables (8' long), 10 round tables (5' wide) and approximately 80 chairs. Extra tables and chairs are stored in the large closets in St. John's Hall. After your event, please restore the room to its original setup before leaving the premises, returning tables and chairs to the locations you found them.
- E. No decorations may be affixed to the walls, ceilings, or floors of the building.
- F. We reserve the right to request a certificate of insurance from any group or individual that uses our property. Such certificates must be supplied by the tenant upon request.
- G. We may require a security deposit of \$100 prior to your use of St. John's Hall. We will inspect the property within two days following your event. The cost of any necessary cleaning or repairs will be deducted from the security deposit, with any remaining funds returned to you. If the security deposit is insufficient to defray the costs of cleaning and repairs, you will be billed for the deficiency. You agree to pay the bill within 30 days. We reserve the right to waive the security deposit, at St. John's sole discretion.

## II. Alcohol and Tobacco Policy

- A. Smoking and the use of tobacco in any form are not allowed in St. John's Church or anywhere on our grounds at any time.
- B. The use of alcohol in any form is not allowed in St. John's Church or anywhere on our grounds at any event sponsored by those who are not active church members.
- C. Social events held in St. John's Hall and sponsored by active church members may include wine or beer provided that the following policies are upheld: Alcohol may be consumed only by those of legal drinking age. Drunkenness will not be tolerated. Hard liquor may not be served at any event. At any social or parish event where wine or beer is served, non-alcoholic beverages must also be offered. Supplies of non-alcoholic beverages will be ample and easily available. All laws of the Commonwealth will be observed. Sponsors of events held at St. John's Church are responsible for ensuring that these policies are strictly enforced.

### III. Fees

Please note that the fee structure outlined below takes into account and includes kitchen access and is dependent on duration of use. Kitchen access includes use of stove, refrigerator, sink, commercial dishwasher, microwave oven, dishware, flatware, and glassware. Duration of use includes the entire time that you or your group have access to our facility, including time required for set-up and clean-up. St. John's Church reserves the right to lower or waive fees at our sole discretion.

All day - \$350.00

Part day (5 or fewer hours) - \$200.00

### IV. Sponsorship

Private social events are permitted only with the sponsorship of an active member of St. John's. The sponsor is required to also sign the Reservation Form indicating his or her understanding that the sponsor is fully responsible for compliance with the Building Use Guidelines and the behavior of all participants at the event. Sponsors should generally plan to personally attend the event and observe the activities and cleaning up following the event. The responsibility of the sponsor for compliance with the Building Use Guidelines is directly to St. John's. Lack of knowledge by the sponsor of activities by participants in the event violating the Building Use Guidelines does not relieve the sponsor of his or her personal responsibility for compliance with the Building Use Guidelines. Failure of a sponsor to properly perform his or her responsibility may result in disqualifying that person from sponsoring future events.

**ST. JOHN'S EPISCOPAL CHURCH PARISH HALL  
RESERVATION FORM**

Name of Group: \_\_\_\_\_

Type of Event:     Meeting    Training    Social     Other \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time & Duration: \_\_\_\_\_

Charge for the Hall:     \$350     \$200

Deposit: \$\_\_\_\_\_

Please enclose a check for your use of the St. John's Parish Hall and the deposit along with this reservation form. The check should be made out to **St. John's Episcopal Church**. Please note your group name and event date in the memo line.

By my signature below, I confirm that I have read and do understand the Building Use Guidelines for St. John's Episcopal Church Parish Hall. I further commit to follow these guidelines throughout the duration of our use of the hall and to take full responsibility for the behavior of all those participating in this event.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Sponsor Signature Date