



ST. ANDREW'S CHURCH

facility-use policy and agreement

1. Complete online *Event Request Form* at your earliest convenience. Approval of your request is based on availability and purpose. Please be aware that we reserve the right to exclude any event that does not reflect the mission and values of St. Andrew's Church. Granting permission to use the building and/or grounds lies solely at the discretion of the staff and leadership of St. Andrew's Church.
2. Your event space will be confined to the areas and rooms that have been requested and approved on the *Event Request Form*. Please only use the areas that have been set aside for your event.
3. Room set up is available for St. Andrew's events, assuming that set up and/or equipment needs are listed on the *Event Request Form*. Please do not move or rearrange items that are not set up for your event. Unfortunately, last-minute or after-hours requests cannot be honored.
4. Audio-visual equipment needs must be requested and listed on the Event Request Form. Equipment in the Sanctuary can only be operated by persons currently trained on our equipment. We're sorry that we can't make exceptions to this policy. Equipment on the platform and music state may not be moved or unplugged.
5. After the event, your group is required to clean, set up and service the area in keeping with the *Church Closing Checklist* (attached).
6. The Pavilion may be scheduled just as any other room on the grounds. However, there are a few additional considerations with the use of the Pavilion. Please see the *Pavilion-Use Checklist* (attached) for specific requirements.
7. All events using the Early Childhood classroom facilities must be staffed and conducted in accordance with procedures that ensure child safety, including appropriate after-use clean up, as stated in the *St. Andrew's Child Care Policy* (available on request).
8. If your event is after the church's standard operating hours (8-5 p.m. Monday–Thursday), a ministry leader must provide entrance and egress for the event. This includes operating the alarm system, securing doors, etc. Exterior doors **may not**, under any circumstances, be propped open or unlocked and left unattended. Please appoint a "door person" to allow entrance to your event and ensure that the outside doors are securely latched before leaving the area. Leaving the doors propped open or unlocked and unattended is a serious breach of security.

You are responsible for obtaining building keys and alarm instructions from the office during standard operating hours (8-5 p.m. Monday–Thursday) at some point before your event and for returning the keys to the key-drop after your event. The key-drop is located in the exterior upstairs kitchen door underneath the breezeway.

9. Decorations may ONLY be attached to the walls using blue painters tape. Please do not use nails, tacks, staples or any other type of adhesive to hang any signage or decoration on the walls. Decorations may not be hung from ceilings, on furniture or other church property, including the Pavilion. If decorations or signage are needed for your event, please discuss your needs with the office before the event.
10. Please report any damage to the building, equipment or premises to the church office as soon as possible.
11. Alcoholic beverages and/or controlled substances are prohibited on the church grounds. Gambling is also prohibited. Smoking is not allowed in the building.

pavilion-use policy

1. The Pavilion is available for St. Andrew's ministry events and is scheduled just like a room in the main facility. All the policies and procedures in the attached **Facility-Use Policy** also apply to the Pavilion. However, there are significant differences in setup and use.
2. The Pavilion is generally a "self-serve" facility. Groups using the Pavilion are responsible for setup, teardown and clean up of the Pavilion before and after your event.
3. Four picnic tables in the Pavilion are permanently there for use. You may move them around, as needed, for events or meetings.
4. If additional tables and/or chairs are needed, they are available on a self-serve basis from the shed. However, arrangements will need to be made with the office before your event. You are responsible for obtaining a shed key before your event and for returning it to the key-drop after your event. The key-drop is located in the exterior upstairs kitchen door underneath the breezeway.
5. If additional furnishings are used, please thoroughly clean and return them to the shed immediately after your event. Cleaning supplies are located inside the shed.
6. The outside restrooms are also available for use during your event. They are kept locked for security reasons. You are responsible for obtaining a bathroom key before your event and for dropping it off after your event. Please lock the restrooms immediately following your event.
7. If food of any kind has been served, the picnic tables and Pavilion floor should be left free of food crumbs and paper. Please wipe down all tables with the provided cleaner, put paper in the provided trash cans and use the provided push broom to clean the Pavilion floor. Please hose down any food spills or chalk art. For events involving more than 10 people, please remove the trash bag(s) from the trash cans used and place the bags in the dumpster on the northwest corner of the property. Replacement trash bags are available in the shed.
8. Please be aware that use of any church-owned audio-visual systems must be coordinated through the office. Please be aware that last minute requests for sound equipment cannot be honored. Additionally, church-owned audio-visual equipment may not be moved from the building without prior, express approval. Equipment must be returned and stored in the proper location after the event. Under no circumstances may sound equipment be stored in the shed. No exceptions.
9. We request that your group does not enter the Memorial Garden out of respect for the purpose of the space.

church closing checklist

1. Return the room(s) used to the condition found upon arrival. You may be asked to set the room for the next event, especially for last-minute or weekend events.
2. After your event, rooms should be vacuumed, and tables should be cleaned with spray cleaner provided before being put away. If kitchen facilities were used, they must be left in a clean condition. All leftover food, paper products, etc. must be properly disposed of in trash bags and placed in the outside dumpsters. It is expected that you will leave the space in the same, or better, condition as you found it. The office will work with your group to provide cleaning supplies for post-event clean up.
3. Turn off all lights in room(s) used, bathrooms and hallways when leaving.
4. Take down and properly dispose of all decorations (if any).
5. As staff members are not on duty after hours, ministry leaders are responsible for securing the building after any scheduled event, including checking facility doors and setting the alarm. If you do not know how to perform these tasks, please consult the office.

Having read and understood the St. Andrew's Facilities Use Policy, I agree to comply with its terms:

Name: _____ Date: _____

Ministry, Event and Event Date: _____