

**ST. JOHN'S UNITED CHURCH OF CHRIST  
FREDERICKSBURG, PA**

**BUILDING USE GUIDELINES  
UPDATED: 2014**

**GENERAL USE GUIDELINES**

1. For use of the church building contact the church office at 717-865-7222 to clear the date, time, and amount of space needed. Please make the request early enough to allow for Consistory approval. The Consistory meets on the last Monday of each month.
2. Smoking is not permitted anywhere in the building. Those smoking must do so in the parking and are asked to use the smoking oasis.
3. Alcohol usage other than for sacramental purposes is generally not allowed. Those wishing an exception to this policy, such as a Bridal couple toast, need to make a written request to the Consistory at least thirty (30) days prior to the date of the event. This request is not automatically granted, as each situation must be reviewed.
4. Those requesting use of the church building must respect the sacredness of the institution and insure that all behavior is conducted appropriately. Activities for which the building is used must be related to the general expression church sacredness.
5. Any damages to the building shall be paid for by the party using the hall.
6. Decorations shall only be used on tables. The hanging of decorations from the ceiling or on the walls is not permitted. No tacks, tape or paste of any sort can be used to hang decorations.
7. When leaving at the conclusion of the event please insure that the building is left as found and that the furniture is in its original position, floors must be swept, tables wiped off, bathrooms in order, all garbage bagged and placed outside the west door, all lights turned off and, doors locked.
8. All activities should conclude by 11:00pm.
9. The following rules apply specifically to the use of the kitchen:
  - a. Grill and stove must be turned on and off by a church member only and you must clean grill and stove thoroughly.
  - b. Dishes, silverware, glasses, and cups must be washed and placed in appropriate cupboards.

- c. Sinks must be cleaned, spigots tightened, floor swept, and moped.
  - d. Remove all food.
  - e. Turn off water and lights
  - f. Paper goods are available at cost upon your request.
10. Fellowship Hall fee \$100.00 for non-members and a donation is suggested for members. A \$25.00 fee for sexton is recommended.
11. Exceptions to these rules are at the discretion of the Consistory and the Pastor.