

**USAGE AND RENTAL GUIDELINES**  
**ST. JOHN CHRYSOSTOM CONFERENCE CENTER**

## **PREFACE**

It shall be the responsibility of the operations manager, working in conjunction with other church groups and committees, to implement the following usage and rental guidelines. The parish council has the right to waive any of the following usage and rental guidelines based on the specific recommendations of the operations manager. **Note: In all cases, any damage to the building, its fixtures, or equipment experienced during the rental to a member or a guest, is the responsibility of that member. Member's rental is for personal use only, otherwise, members will be responsible for non-member rental fees of \$1100.00**

## **I. GENERAL GUIDELINES TO APPLY TO ALL SITUATIONS.**

### **A. PRIORITY OF USAGE.**

1. Church functions/all organizational events.
2. Congregational members' use.
3. Other religious groups.
4. Civic organizations.
5. Community organizations.
6. Other requests considered on an individual basis by the operations manager for referral to parish council.

### **B. USE RESTRICTIONS.**

1. No high school or teen parties other than church-use groups/members.
2. No college fraternity or sorority parties.
3. No parties where alcoholic beverages are served without food service.
4. No parties during Great Lent unless specifically approved by the priest.
5. No parties, receptions, or functions in support of or in opposition of any political candidate for political office, ballot initiative, or political issue.
6. The posting or distribution of any political, election, or public ballot posters, brochures, or signs anywhere on St. John property is prohibited.
7. No glitter, rice, confetti, or bird seed to be thrown or used in the banquet facilities.
8. There shall be no use of the hall during any church service.

### **C. HOURS OF OPERATION.**

1. Church organizations. No affairs past 1:00 a.m.
2. Members' use: 9:00 a.m. to 12:00 midnight.
3. Non-church members' use: 9:00 a.m. to 12:00 midnight.

#### D. DECORATIONS.

1. Table decorations or free-standing floor decorations are allowable.
2. No ceiling or wall decorations unless specifically authorized by the operations manager.
3. Caterer should be responsible to set up ballroom per renter's request and shall follow all rules of the facility.
4. Candle stands must have protective plastic underneath to catch candle drippings.

#### E. KITCHEN FACILITIES.

1. A committee of the Ladies' Organization will work with the operations manager to supervise all kitchen facilities at all times. The Ladies' Organization will make all written reports and recommendations to the operations manager on the use of all kitchen facilities as they deem necessary.

2. A representative of the Ladies' Organization and/or operations manager shall be present whenever kitchen facilities are used. It shall be their responsibility to render advice when necessary and to check all individuals or groups in and out of the kitchen to ensure proper organization of all kitchen facilities.

3. No food is to be stored on church property except that belonging to church organizations. Surplus food after any organizational project should be disposed of as soon as possible. Perishable food should never be stored at the church. (No freezer rental.)

4. Caterers are to be notified by the operations manager that no food should be left behind in refrigerator or freezer after an affair.

5. Use of church paper products must be arranged with the operations manager prior to the event for replacement or reimbursement to St. John Chrysostom Church.

F. PUBLIC ADDRESS SYSTEM. Set-up of the public address system is restricted to the operations manager and/or church official/member. Public Address system will not be provided and must be rented of applicable.

G. BUILDING ACCESS. Access to the building at set-up itself must be arranged through the church office.

#### H. SCHEDULING.

1. Routine usage of space in the entire church facility must be coordinated through the church office and/or operations manager.

2. The rental request form must be completed by the renter and approved by the operations manager as designated by the parish council.

3. Once the contract has been approved, signed, and accompanied by the deposit, the date is confirmed and guaranteed.

4. No facility will be rented to non-church members more than **6 months** in advance.

5. In order to ensure proper scheduling, all church organizations should submit an ongoing calendar of events, or any member should request space of a specific date, at least 6 months in advance of the date or dates desired. This will ensure preferential scheduling to church organizations and church members.

## I. ALCOHOLIC BEVERAGES.

1. No alcoholic beverages shall be sold on church property except as follows:

a. Alcoholic beverages may be sold only by a caterer or business duly licensed by the State. Only beverages allowed in the license may be offered at the function.

b. All Federal, State, and Local laws shall be complied with.

c. The caterer shall provide the parish council documentary evidence that the caterer and the trustees of St. John Chrysostom Orthodox Church are insured for all liability arising from the sale of alcoholic beverages. Such coverage shall not exclude coverage for punitive damages, with a minimum coverage of \$1,000,000.

d. Caterer shall provide documentary evidence to the parish council that it is duly licensed as required above.

e. All documentary evidence shall be provided no later than 4 weeks before the function is to occur.

2. Alcoholic beverages may be served at events sponsored by non-church organizations, organizations, or individuals only if the aforementioned guidelines are followed in section 1 (a through e), and some type of food and beverage is available.

"Bring your own bottle" is not allowed at any church or non-church-sponsored event.

3. A caterer shall be in charge of all beverage services, and he must accept full responsibility for any damages incurred.

4. A security guard, selected and/or approved by the church, must be present at all non-member functions where alcoholic beverages are served. The security guard's fee is the responsibility of the renter and must be paid in advance to the church.

5. No person under the age of 21 shall possess or drink any alcoholic beverages while on church property.

J. RENTAL TO NON-MEMBERS. Any non-church member, organization, or individual desiring to rent any part of the facility and have food services are required to arrange rental through the operations manager. St. John Chrysostom reserves the right to approve any caterer prior to the event.

## II. RENTAL TO NON-CHURCH MEMBERS OR ORGANIZATIONS. (ALL GENERAL GUIDELINES APPLY.)

A. MUST BE APPROVED BY THE PARISH COUNCIL AND/ OR OPERATIONS MANAGER. (see H2)

B. CATERED EVENTS. (Refer to I, J, and H.) In-house caterers must be approved by the operations manager/designee of the parish board prior to scheduling the event.

### C. FEES: DINING HALL, BEVERAGE CENTER, AND KITCHEN.

1. Any time period for set-up and actual affair excluding clean-up between 9:00 a.m. and midnight will require a fee of \$1100.
2. Any additional time will be at the rate of \$100 per hour if approved by the operations manager of St. John Chrysostom and /or parish council designee.
3. Payment of fees: A total rental fee must be paid to a payment-confirmed booking date.
4. If kitchen and dining hall are needed before an affair, a fee of \$150 per day will be assessed. This is at the sole discretion of the operations manager.
5. Cancellation of an affair.
  - a. Refunds are possible to be made if a written cancellation notice is given within 30 days or more before date of booked affair.
  - b. Only a 50% refund of deposits will be made if a cancellation notice is given less than 30 days before a booked affair, unless the facility is rented by someone else on the same date, in which case a total refund will be given. If no alternate date may be found and an affair is canceled, guidelines regarding cancellation policy will apply.
  - c. No refunds will be given if an affair is canceled within 2 weeks of the booking date.

### III. RENTAL TO CHURCH MEMBERS. (ALL GENERAL GUIDELINES APPLY.)

A. BUILDING ENTRY. Entry to the building must be arranged 3 days in advance of the rental date with the operations manager and/or church board designee. Normal hours of operation shall be between 9:00 a.m. and 12 midnight on the date of the rental.

B. FEES. It should be noted that St. John Chrysostom Orthodox Church does not provide any dining room help at all for rentals. Dining hall, beverage center, and kitchen. Pledged member for a minimum of 12 months, rental fee is \$400. A deposit of \$250 must be made by the caterer or family member renting the hall for the event to cover personal cleaning services and damages if the kitchen is not properly restored to its original condition. The deposit will be refunded to the family and/or caterer if the kitchen is suitable to the operations manager.

C. CLEANING FEE FOR THE CHURCH SANCTUARY. The rental of just the church sanctuary will require a payment of \$150 for a member. The non-member fee is \$550. This will return the church to its original condition prior to usage. This fee will apply when using only the church sanctuary.

**Note:** All equipment from the main kitchen may be used if needed. Limited use is offered for heating and refrigeration of food only. Members shall be responsible for general clean up of kitchen.

### IV. DECORATIONS/ROOM PREPARATION.

If minimal decoration and room preparation is needed on the day of or the day preceding the affair, it must occur during the regular hours of operations and arranged through the operations manager or church board designee.

## **V. PAYMENT OF FEES.**

The total rental fee must be paid to obtain a confirmed booking date.

## **VI. CANCELATION OF AFFAIR.**

### **A. REFUNDS OF FEES.**

1. Refunds are possible to be made if a written cancellation notice is given within 30 days or more before date of booked affair.

2. Only a 50% refund of deposits will be made if a cancellation notice is given less than 30 days before a booked affair, unless the facility is rented by someone else on the same date, in which case a total refund will be given. If no alternate date may be found and an affair is canceled, guidelines regarding cancellation policy will apply.

3. No refunds will be given if an affair is canceled within 2 weeks of the booking date.

## **VII. RESCHEDULING OF AN AFFAIR.**

### **A. RESCHEDULING:**

1. Rescheduling may be done depending on the availability of an alternative open date.

2. No fee will be charged for rescheduling.

3. If no alternate dates can be found and a member cancels, guidelines regarding cancellation will apply.

## **VIII. FOOD SERVICE.**

Members will have a free choice of any food service they desire. They may prepare the food themselves or have any catering group they prefer if approved by the operations manager or church board designee.

## **IX. USE OF MAIN KITCHEN.**

**A. KITCHEN CLEAN-UP.** Routine clean-up during cooking (example: washing cooking utensils) is the responsibility of the member.

**B. MEETING WITH CATERER.** The operations manager or board designee must meet with the caterer and a family representative prior to approval of rental request form for the purpose of reviewing the building rental guidelines and the caterer's responsibilities.

**C. CATERER CLEANING.** Caterer must clean the kitchen including all utensils, china, pots and pans, trays, etc., to the satisfaction of the operation manager. A deposit of \$250 must be made by the caterer or family member renting the hall for the event to cover personal cleaning services and damages if the kitchen is not properly restored to its original condition. The deposit will be refunded to the family and/or caterer if the kitchen is suitable to the operations manager.

D. USE OF KITCHEN UTENSILS. All kitchen utensils may be used.

E. NO CHURCH PROPERTY MAY BE REMOVED FROM THE BUILDING.

F. KITCHEN RENTAL ONLY. Only in cases where the main dining hall has been rented, a member may rent the kitchen alone if food preparation is required up to 3 days prior to the day of the affair for a rental fee of \$150 per day. A confirmed booking of the kitchen alone will not be made until 30 days prior to the member's affair. If more than a 30-day confirmation is required by the member, the member must be willing to pay both dining hall and kitchen rental if the church has another offer for both facilities on that day.

## **X. BUILDING MANAGEMENT/RENTAL GUIDELINES FOR NON-MEMBERS.**

### **A. GENERAL INFORMATION.**

1. No outside rentals will be taken for Friday, Saturday, or Sunday during Orthodox Lenten period unless approved by the priest.
2. No rentals will be approved more than 6 months in advance.
3. All outside rentals must use a church-approved caterer. This decision will be made by the operations manager or the board of the church.

### **B. THREE CATEGORIES OF NON-MEMBER RENTAL.**

1. Non-profit or charitable organizations.
  - a. Must rent on Monday through Thursday only.
  - b. Must pay a non-member rental fee of \$1100.
  - c. Must fill out written application and include check for the fees.
  - d. Applications must be submitted at least 90 days before the event.
2. Orthodox churches.
  - a. Holy Trinity Orthodox Church and St. Nicholas Orthodox Church or a church outside of a 50-mile radius of Fort Wayne.
  - b. Only rental for sacramental-related affairs, i.e., weddings, baptisms.
  - c. Pay non-member rental of \$1100.
  - d. Must submit written application with the fee at least 90 days prior to the event.
3. General public.
  - a. Rentals are made to church members and/or family and friends of church members. No rentals will be made to the general public.