

Facility Use Guidelines

Stull Community of Faith

1596 E 250 Rd, Lecompton, KS 66050

eventsRscheduled@stullcoff.com

Brenna Wulfkuhle 785-887-6605 or Linda Hanney 785-887-6255

1. Any groups affiliated with the Stull Community of Faith may schedule events to be held on the premises free of charge providing that they leave the premises clean with all equipment and furniture stored properly. All groups are responsible for checking availability of the facilities and scheduling through Brenna Wulfkuhle or Linda Hanney (schedulers). Groups will be asked to share which areas of the church campus and equipment they will be using.
2. There will be no rental charge for memorial services/visitations and those involved should notify the funeral director of such so that he/she will not collect a fee for this purpose. There is however, a \$75 charge for a sound/video tech.
3. There will be no charge for the church sanctuary/basement for weddings and wedding rehearsals for those who attend worship services regularly. If janitorial services are needed for the church sanctuary/basement after usage, a charge may be assessed and/or the security deposit may be kept. Fees for use of the Faith and Friendship Center will still apply.
4. Local non-profit groups and other community service groups will be allowed to use the premises in accordance with these guidelines for no charge. Donations for use are greatly appreciated. If cleaning is an on-going problem, the ability to use at no charge may be revisited and/or terminated.
5. Those who attend worship services regularly and other groups or individuals who have goals similar to the church may request to use the facilities for non-church sponsored activities by following the scheduling procedures listed below.
6. Individuals who attend worship services regularly may request to use church owned equipment away from the church by receiving permission from the scheduler(s) (Brenna Wulfkuhle or Linda Hanney). This includes items such as coffee pots, coolers, and folding chairs/tables (the tables and stacking chairs may not be removed from the FFC). It is suggested that a donation be made for the use of these items.
7. Regular worship attendance is four consecutive months. All decisions made with regards to reservations for usage are made by the schedulers and/or the church administrative team and are final.

Scheduling Procedures:

1. It is suggested that 30 days prior to the event, groups or individuals desiring to use the facilities or desiring to "hold" a date for the possible use of facilities (like a rain or heat back-up plan for an event scheduled elsewhere) should contact the scheduler (Brenna

- Wulfkuhle or Linda Hanney) for a facilities use application.
2. As soon as the application is received, the event is tentatively put on the church calendar.
 3. At least two weeks prior to the event, the use fee needs to be paid to the Stull Community of Faith and sent to:

Brenna Wulfkuhle
1596 E 250 Rd
Lecompton, KS 66050

The person listed as being the “responsible party” on the facilities use application will be considered the primary contact person and his/her driver’s license copied for security reasons. This individual is also responsible for being sure all group members abide by the rules and regulations set forth by these guidelines during the time of the event.

4. The church reserves the right to cancel any scheduled event as deemed necessary for emergencies; should this occur, any fees collected will be returned promptly.

Expectations for Use:

1. All groups are responsible for their own set up and clean up.
2. Religious artifacts or symbols on the church campus may not be covered or removed.
3. All decorations should be stand alone and no decorations shall be attached to any walls or ceilings.
4. There will be no use of illegal drugs and/or tobacco products(smoking/vaping) in the church buildings or on the church campus at any time.
5. Alcoholic beverages are permitted in the Faith and Friendship Center only with NO open bar permitted. Beverages served in cans or boxes are preferred. Proof of liability insurance in the amount of \$1,000,000 and name Stull Community of Faith as the additional insured, must be provided by the “responsible party” with application for rental. The “responsible party” may also be asked to provide security for the event; preferred security would be an off-duty law enforcement officer.
6. Candles and other similar items with open flames are allowed only for services held in the sanctuary (such as wedding candelabras and unity candles). Such items are not to be used in the basement of the church or in the Faith and Friendship Center unless special permission is obtained from the scheduler(s).
7. The church premises can not be used to sell items or exchange money for personal or business gain. Only exceptions may be made for local non-profit groups.
8. Events are expected to conclude by 10:00pm Sunday-Thursday and 11:00pm Friday-Saturday.
9. Church phone use is limited to local calls and should be short in nature.
10. All groups are responsible for cleaning of areas and/or equipment they used including tables, chairs and counters. All floors are expected to be vacuumed, swept, and/or mopped as necessary. If cleaning is not completed to a satisfactory level; the security deposit will not be returned.
11. All groups are responsible for taking their trash out of the building. Trash should be disposed

of in the cans located to the West of the playground in the wooden fenced area by the church mailbox. Recyclable items may be placed in the recycling dumpster on the East end of the parking lot.

12. Dirty dish towels should be left in the basket on the countertop located to the left of the main kitchen sink.

Fee Schedule

The use fee must be submitted at least 2 weeks prior to the event. Checks or money orders should be made payable to: **Stull Community of Faith.**

Area of the facility to be used Use Fee

- Sanctuary \$500 (outside of those regularly attending)
- Basement and Kitchenette \$0 (only utilized for weddings or church use)
- Meeting Room in the Faith and Friendship Center \$50
- Banquet Room in the Faith and Friendship Center \$100
- Banquet Room in the Faith and Friendship Center \$600 (utilized for wedding/wedding reception)
- Kitchen in the Faith and Friendship Center \$100 (only if using kitchen for cooking)
- Sound/Video Tech for funeral/memorial service \$75
- Sound/Video Tech for sanctuary/Faith and Friendship Center for wedding; an approved list will be provided to the responsible party; responsible party takes care of scheduling and paying tech directly
- Sound/Video for Faith and Friendship Center fee will be evaluated on an as needed basis outside of a wedding/wedding reception

- Security Deposit \$300 (will be returned, if cleaning meets approval of schedulers)
- Facilities Holding Fee \$25 (non-refundable; but will apply to rental only if applicable)

The church basement area may be used by wedding parties for wedding preparation, but the basement will not be used for receptions nor rented to other individuals or groups. There may be times when the basement will be reserved for church sponsored activities.

* There will be no charge for access to the coffee pots, refrigerator, serving area, sink, countertop, or ovens for keeping cooked foods warm while using either the meeting room or banquet room in the Faith and Friendship Center. The kitchen fee only applies to those individuals/groups desiring to cook and/or prepare food items in the kitchen utilizing the appliances and equipment.*

Clean-up Check-out

Banquet Room:

- _____ Chairs wiped down, as needed
- _____ Chairs stacked no more than 12 high and returned to the storage closet
- _____ All tables wiped down with a wet, soapy cloth, dried with towel
- _____ Tables placed on carts and returned to the storage closet
- _____ Banquet room floor swept with dust mops (located in storage closet)
- _____ Spills in banquet room spot-mopped with the mop (located in janitorial closet)

Kitchen:

- _____ Trash taken out to trash cans located in the wooden storage area by the church mailbox (the dumpster at the end of the parking lot is for recyclables only)
- _____ New trash bags placed all trash cans (located in the kitchen in the lower cabinet to the left of the refrigerators)
- _____ Equipment and utensils are washed, dried and put away
- _____ Ranges turned off and wiped down
- _____ All countertops wiped down with a wet, soapy cloth
- _____ All sinks cleaned
- _____ Dirty/wet towels placed in the basket on the counter to the left of the main kitchen sink
- _____ Wipe down and remove from floor all floor mats prior to sweeping and/or mopping
- _____ Kitchen floor swept (brooms in janitorial closet);
- _____ Kitchen floor mopped (mop and bucket in janitorial closet)

Meeting room:

- _____ Chairs wiped down, as needed
- _____ Tables wiped down with a wet cloth, dried with towel
- _____ Floor vacuumed (vacuum is located in the janitorial closet)

Restrooms and hallways:

- _____ Check to make sure all toilets are flushed
- _____ Restroom trash cans dumped (trash can is located across the drive in the wooden storage area by church mailbox)

- _____ Liners replaced in trash cans, if needed (located in the kitchen in the lower cabinet to the left of the refrigerators)
- _____ Restrooms and hallway swept (brooms located in janitorial closet)
- _____ Restroom and hallway mopped or spot-mopped, as needed. (mop and bucket located in janitorial closet)

Extra Supplies:

- Toilet paper is located in each bathroom cabinet and/or on the shelf in the janitorial closet
- Paper towel rolls for the automatic towel dispensers are located on the shelf in the janitorial closet or bottom shelf of rack in pantry in the FFC kitchen
- Kitchen paper towels are located in the kitchen in the lower corner cabinet (near the large serving window)*

Facilities Use Application—Stull Community of Faith

***** Applications should be submitted at least 30 days prior to the scheduled event*****

Date(s) of the event; month/day/year:

Starting time of the event (including set up): AM or PM (circle one)

Ending time of the event (including clean-up): AM or PM (circle one)

Name of the group or organization:

Name of the responsible party for the event:

Complete address of responsible party:

Phone-home:

work:

cell:

Type of activity and the specific purpose of this event/activity:

Anticipated size of group:

*******Please provide a copy of responsible party's drivers license with application*******

Areas requested (please check all areas that apply):

_____ Sanctuary (\$500)

_____ Audio-Video Tech for Sanctuary/FFC for wedding/reception (list of approved techs will be shared upon request)

_____ Church Basement (wedding prep or church sponsored events only) (\$0)

_____ Faith & Friendship Meeting Room (\$50)

_____ Faith & Friendship Banquet Room (\$100)

_____ Faith & Friendship Banquet Room for wedding/reception (\$600)

_____ Faith & Friendship Kitchen: (_____ food prep and serving, \$100 -OR- _____ serving only, no charge)

_____ Faith & Friendship Center audio/visual will be evaluated on as needed basis outside of a wedding/reception

____ Facilities Holding Fee, non-refundable but will apply to rental, only if applicable (\$25)

____ Security deposit if applicable, refundable if cleaning is completed to satisfaction (\$300)

By signing this application, the responsible party acknowledges that he/she has read and understands the Facilities Use Guidelines and Expectations, will be sure the above group complies with expectations set forth in the guidelines, will be solely responsible for any damage or injury that may occur, and will hold harmless the Stull Community of Faith, its officers, congregants, employees, and volunteers.

Signature of Responsible Party:

Printed Name of Responsible Party:

Date: