

Church Facility Use Guidelines:

- The building will be open and attended from 8:30 AM to 9:00 PM Monday through Friday, and from 7:30 AM through 12 Noon and 4:00 PM through 8:00 PM on Sunday. The church is closed Saturday except for weddings or St. Peter's ministry events. The Church office is closed on Friday.
- St. Peter's facilities will be restricted to Church events on Wednesdays unless otherwise approved.
- St. Peter's ministries and events have building use preference. Staff can schedule rooms for ongoing meetings or events as needed up to 12 months in advance.
- Groups led by St. Peter's lay leaders can book rooms appropriate for their use up to nine months in advance for meetings or events that meet St. Peter's mission statement or are ministry-related functions.
- Nonprofit groups may book rooms at St. Peter's during normal operating hours up to 6 months in advance. Rooms located in areas where the A/C is already on will be scheduled first. Proof of 501(c)3 status may be required along with commercial insurance. Fees may be applicable for events requiring an extended time frame, multiple rooms, and/or set-up or additional clean-up.
- By making a reservation with St. Peter's, your organization agrees to indemnify and hold harmless St. Peter's United Methodist Church for any and all claims, whether in contract or tort, but not limited to those alleging negligence, premises defect, or any other legal theory against Organization or St. Peter's United Methodist Church arising out of the use of or occupation by the Organization of the Church facilities, including those claims asserting negligence or premises liability, in whole or in part, by St. Peter's United Methodist Church.
- For-profit events can be held at St. Peter's if they meet our Mission Statement and are approved by the Board of Trustees.
- All meetings and events must be scheduled online. Any group or event that needs to cancel or reschedule must do so online. All ongoing meetings will need to reconfirm building use annually.
- St. Peter's has a "Three Strikes" policy. Any group or event that misses a meeting without canceling or rescheduling three times in a 6-month period will be required to schedule future events on a weekly basis. You must cancel or reschedule 48 hours in advance to not be counted as a "strike."
- Any event requiring set-up must be scheduled at least 10 days in advance.
- The Building Operations Manager has the responsibility of making determinations on all matters of scheduling.