



**Saint James United Methodist Church**  
**2049-A North Honore Avenue**  
**Sarasota, Florida 34235**  
**(941) 377 - 6180**

## **GUIDELINES FOR USE OF SAINT JAMES FACILITIES**

1. The facilities of Saint James United Methodist Church have been consecrated for Christian worship and serving God and community. All areas of the church campus, including the memorial garden, playground and parking areas, are to be used respectfully. No profane or vulgar language is to be used on campus.
2. The facilities of Saint James UMC are not for rent. Fees received are to offset the costs of utilities, wear and tear on the facilities and for custodial and audio-visual services. (See attached Fee Schedule).
3. The general policy is to allow the use of the facilities only by non-profit individuals or organizations; however, this may be waived in special circumstances, upon approval of the Trustees and Church Council.
4. Saint James UMC reserves the right to refuse the use of its facilities to any individual or group, when it is determined by the church council to be in the best interests of the Saint James congregation.
5. Saint James UMC is a smoke-free, alcohol-free and illegal drug-free facility; and the use of any of these will not be permitted by anyone on the church campus.
6. The user individual or organization may be required to provide a certificate from its insurance company, certifying coverage for a minimum \$100K personal and \$25K property liability, while using the Saint James facilities. The Trustees may require higher limits where deemed necessary.
7. The user organization will be responsible for setting up tables and chairs, if required, and for returning those to the original state or stipulated state following the event.
8. Any damage to the facility or equipment during an activity will be reported as soon as possible to the Church Office. Damages will be the responsibility of the user and will be billed accordingly.
9. Upon receipt of the Application for Building Use, an agreement will be drawn up setting forth the conditions for use. It will be provided to the user/organization for signature. Finally, it will be approved by the Board of Trustees and/or the Church Council and a copy provided to the user. One-third of user fees shall be submitted sixty days prior to the event with balance due on the day of event/activity.
10. The attached Application for Building Use must be completed and signed by the user/organization. By so doing, the Using Party agrees to all the provisions of this Agreement as set forth above.