

EXHIBIT "A" POLICIES AND PROCEDURES

St. John the Theologian Greek Orthodox Church in the Bay Area has developed the following fees for administrative expenses of use of the church, and rental fees for use of the Parish Home.

Reservations for the Leased Space will be made by the Church Facilities Administrator only after the Rental Agreement (including these Policies) has been read and signed by Lessee and the Basic Rent and Security Deposit have been paid in full.

Rental Times

The following times are available for rental of the Leased Space (the Event Period shall fall within these time limits).

Monday – Thursday	9:00 a.m. - 11:00 p.m.
Friday	9:00 a.m. - 1:00 a.m.
Saturday	9:00 a.m. - 1:00 a.m.
Sunday	2:00 p.m. - 12:00 a.m.

ALL RENTALS ARE SUBJECT TO ONGOING PARISH RELATED ACTIVITIES AND ADJUSTMENTS TO THE ABOVE TIMES MAY OCCASIONALLY BE NECESSARY.

Rental Fees

Location	Member		Non-Member Rental Fee	Non-Member Security Deposit
	Member Rental Fee	Security Deposit		
Sanctuary Only	\$100.00	\$250.00	\$200.00	\$250.00
Parish Home	\$100.00	\$250.00	\$200.00	\$250.00

*Questions and fees regarding Funeral activities (Makaria, Koliva, etc.) should be directed to the Philoptochos by calling or contacting the Church office.

Security Deposit

A security deposit is required and the amount is as set forth in the Rental Fee section above. The security deposit is separate from the Basic Rent and is due at the time of the delivery of this Rental Agreement to the Church Facilities Administrator. The security deposit is deposited upon receipt and is refundable under the terms and conditions of the Rental Agreement. The Facility Administrator and the Parish Council of St. John's have final discretion regarding damages and return of the security deposit. For refund provision in the event of cancellation, see paragraph 4 of the Rental Agreement.

Liability

Lessee agrees to pay for any damage which occurs to the Leased Space, whether such damages are caused by Lessee, its guests, caterers or employees. If damage to the Leased Space occurs, the Church Facilities Administrator will notify Lessee as soon as possible.

St. John's is not responsible for anyone injured in or on the Leased Space or for personal property left on or at the Leased Space.

Parking

Parking is allowed only in areas designated by St. John's and will be strictly enforced. Cars parked illegally or left on the Center Premises may be towed at the owners' expense.

Entertainment

All types of music are allowed subject to the terms and conditions of the Rental Agreement. Portable pianos, organs and small amplifiers are permitted inside the Center Premises. Amplified music may not be played outside the Leased Space.

Food/Beverage

Champagne, wine, beer and liquor may be served in the Leased Space. Cash bars are allowed. St. John's will not provide any liquor license. Lessee must comply with any State or local laws regarding the dispensing and consumption of alcoholic beverages.

Decorations

Interior furnishings (including plants, furniture, equipment, displays, wall decorations, etc.) may not be used outside the Leased Space. Floral arrangements and decorations should be assembled before being brought to the Leased Space, if possible. Nothing may be attached to or suspended from the ceiling. Lessee is responsible for leaving the Leased Space in its original condition. No tacks, staples or screws or hooks of any kind may be used on walls, floors, furniture or carpet.

General

THE LEASED SPACE IS SMOKE FREE. SMOKING IS PROHIBITED INSIDE THE LEASED SPACE AND LESSEE WILL FORFEIT A PORTION OF ITS SECURITY DEPOSIT IF SMOKING OCCURS INSIDE THE LEASED SPACE.

Occupancy limits are dictated by legal limits set by the Fire Department. Exits should remain clear at all times.

Guests are not permitted in the Office or Classroom areas of the Premises.

Animals are not permitted in or on the Premises at any time, other than seeing eye dogs.

Clean Up

Clean up includes, but is not necessarily limited to:

1. Wipe clean and re-align chairs;
2. Wipe clean and fold all tables.
3. Sweep/vacuum floors and wipe up any spills or candle wax;
4. Wipe all countertops in kitchen, check refrigerator and stove, and wash, dry and return all dishes and utensils to their proper places; and
5. Lessee must remove all garbage off premises.