

**GRACE EPISCOPAL CHURCH, LEXINGTON, VA**  
**Building Use Policy and Application**  
**Revised June 2022**

- I. Introduction  
Grace Episcopal Church serves Christ in the community through its worship services, programs, activities, members, and the use of its buildings and property.
- II. Establishment of Policy  
The Rector has sole authority over who may use the buildings. The Vestry has authority over the maintenance and furnishings of the buildings. The responsibility for coordinating the preparation and revision of these policies is delegated to the Administration and Personnel Committee.
- III. Smoking is not permitted on the property of Grace Episcopal Church.
- IV. Alcohol Use and Serving  
No alcoholic beverages may be offered or consumed on Parish property without specific, written permission of the Rector. Otherwise, the use of alcohol and/or serving of alcohol on Parish property is not allowed under any circumstances. When alcohol is served with written permission, these conditions will be strictly followed:
  - \* Only wine and beer may be served
  - \* Food is to be served
  - \* Non-alcoholic beverages must be served and in equally attractive settings
  - \* An adult is in charge of all alcoholic beverage servings
  - \* All laws are followed
- V. Application for the use of the Church Buildings  
This application form must be completed and signed for use of Grace Episcopal Church buildings and property.

*For annual renewal of a continuing use, it is the responsibility of the individual or group to see that a renewal application form is completed and submitted to the Parish Administrator by December 23<sup>rd</sup> of each year. Building use may be terminated by the Rector at any time.*

- VI. Use of Parish Buildings

**Fee Schedule:**

**Weddings:** \$500.00.

**Nave (Sanctuary)** \$250.00 per use, up to 2 hours. \$100.00 per hour after.

**Parish Hall (Room 06) or Brooke Family Room (Room 01)** \$125.00 first 4 hours, \$25.00 per hour after.

**All other rooms** \$25.00 per hour. Parish Administrator has a list of rooms and will schedule a time for a tour of rooms.

Groups that use the buildings before or after normal working hours (8am-5pm) must pay a \$25.00 open/closing fee.

Grace Church has the discretion to waive or modify fees as needed. Failure to maintain the buildings, damage to the buildings/property of the Parish, violation of the policies and rules of the Parish, or failure to pay assessed custodial services or damages may lead to loss of deposit and jeopardize permission for future use of the buildings.

Custodial services in excess of those normally expected and any damages will be assessed to the specified individual or group. The deposit will be applied toward the damages or the added costs, and the applicant will be responsible for paying the unpaid portion of the damage or added costs.

#### VII. Responsibilities for Use of Buildings

- a. Leave the building(s) and supplies as you found them. You pay for what you use or damage.
- b. Tables, chairs, and floors are to be clean and all rooms left as they were found unless otherwise noted on application.
- c. The kitchen appliances, countertops, sinks, pots, pans, etc. are to be left clean and in place.
- d. Unless otherwise arranged, individuals and groups that use the kitchen are to supply their own cups, plates, cutlery, napkins, food, and condiments.
- e. Any damage is to be reported to the Parish Office.
- f. The person signing the application is responsible for the above requirements.
- g. Proof of liability insurance may be required, and an insurance endorsement may be required that names Grace Episcopal Church, Lexington, VA, as a named insured on the policy.
- h. You may not leave or store any of your property, materials, props, or equipment at the Parish without the prior consent of the Rector or his/her designee.

#### VIII. Occupancy

The maximum number of people using the Nave (Sanctuary) is 575; Parish Hall is 64 when the Parish's tables and chairs are being used; 100 when chairs only are being used; and 150 if people are standing. For the Brooke Family Room, the maximum number of people is 50. The maximum capacity for the multipurpose room (Nursery 1 and Nursery 2) is 10 children when being used as a nursery. The maximum capacity for all other rooms is 16. Those using the Parish buildings are urged to review the Parish's safety procedures and to become familiar with all exits, fire alarms, fire extinguishers, etc. For groups with participants under the age of 18, evidence of Safe Church training may be required.

#### IX. Personal Injury and/or Property Damages

A "Hold Harmless" agreement with the Parish is required. Evidence of liability insurance may be required. Any personal injury and/or any damage to Parish buildings/property must be reported immediately to a member of the Parish staff.

- X. Deposit, Custodial, and Other Charges  
A fifty-dollar deposit (\$50.00) or more may be required. ***The deposit may be waived if a Parish member in good standing agrees to take responsibility for a non-member's use of the facility.*** The deposit will be returned to the user at the end of the time period in which use of the building(s) is arranged provided no additional custodial fees or damage fees are assessed. If additional custodial fees are assessed or if there is damage to the Parish property, the security deposit will be applied to such costs and/or damages, and the applicant will be responsible for paying the unpaid portion of the costs and/or damages.

Custodial fees are typically required when food or beverage is served and for groups larger than 16. Separate from the deposit, non-refundable custodial fees may be required, and when required such fees must be paid before the use of the Parish buildings occurs. Custodial fees shall be paid along with the deposit before the use occurs, and/or after the event if additional fees are required.

Custodial fees for regular, recurring usage shall be due and paid at the Parish Office on the 1<sup>st</sup> day of each month of such continued use.

- XI. Nave (Sanctuary) Use  
Grace Episcopal Church's nave (sanctuary) is viewed as the House of Prayer for all people, and its use is to be consistent with this belief. Such uses include:
- Worship/prayer services
  - Religious groups
  - Sacred music programs
  - Weddings
  - Funerals
  - Classes and conferences for educational purposes, for the shelter and refuge of vulnerable people, for events that support human thriving
  - Rehearsals for listed uses

The Rector is responsible for approving the use of the nave. Any changes to the nave or rearrangement of the furnishings must be approved and will incur custodial fees. Arrangements for offerings must be approved by the Rector.

Fees for custodial services and general utilities for the use of the nave will be assessed at the discretion of the Rector.

- XII. Nave Organ, Piano, and Sound System Use  
Use of the organ, piano, and sound system must be approved by the Director of Music of the Parish. The Director of Music shall inform the Rector of all such requests and usages of the nave organ, piano, and sound system.
- XIII. Activities Involving Children and Youth

If the activity or activities being conducted will involve children and/or youth (persons under the age of 18 or persons who have not completed the 12th grade), the activity must comply with the following requirements:

There shall be a minimum of two (2) adults per room in any room containing children and/or youth.

These two adults must not be from the same immediate family.

Any one-to-one mentoring or consulting shall be conducted in sight of another adult.

Adult is defined as a person 21 or over.

Adults supervising children must certify that they have read and will comply with the Diocese of Southwestern Virginia’s Safeguarding God’s Children Policy for Protection of Children and Youth. Adults in the activity must have been screened by the organization conducting the activity. If an organization cannot certify that compliant screening has been accomplished for at least 2 adults per room, that organization may request that Grace Episcopal Church accomplish this screening for a fee of \$20.00 per person. Each person to be screened by Grace Episcopal Church must complete a Criminal History Information Release Form.

### Building Use Application

Date: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of person making arrangements \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Name of responsible person at event \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Date(s) of event \_\_\_\_\_ Times of event \_\_\_\_\_ to \_\_\_\_\_

Room(s) requested \_\_\_\_\_

Number of people expected \_\_\_\_\_

Do you wish to serve alcohol at your function? Yes \_\_\_\_ No \_\_\_\_

If you wish to serve alcohol, please state what and how it will be served:

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I have read the above policies and agree to follow the provisions of this document if allowed use of the Parish’s property.

Applicant’s signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE WITH CHILD ABUSE PREVENTION POLICY**

I/We the undersigned authorized representative(s) of \_\_\_\_\_

in the city of \_\_\_\_\_, state of \_\_\_\_\_

Have read the documents provided from the Diocese of Southwestern Virginia's Policy for Protection of Children and Youth and do hereby certify that our organization understands and will comply with the DIOSWVA's Policy for Protection of Children and Youth (see [graceepiscopal.org/parish-forms](http://graceepiscopal.org/parish-forms) to read the full document). I/We further certify that the adults have been screened in a manner compliant with the policy. I/We have executed this certification on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ I/We request screening for the individual persons indicated on the attached form(s).

**Internal use only**

Fee received \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit received \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit returned \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit retained due to \_\_\_\_\_

Custodial fee received \$ \_\_\_\_\_ Date \_\_\_\_\_

Policy for Protection of Children & Youth/Code of Conduct Check List: \_\_\_\_\_

Hold Harmless Agreement signed: \_\_\_\_\_

**Evidence of Liability Insurance:**

Insurance Company \_\_\_\_\_

Insurance Agent \_\_\_\_\_ Telephone \_\_\_\_\_

Policy Number: \_\_\_\_\_

Endorsement provided: \_\_\_\_\_

The use of alcohol is Approved/Denied

Alcohol use approved by \_\_\_\_\_ Date \_\_\_\_\_

**Criminal History and Sex Offender and Crimes Against Minors Name Search**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Suffix:

Maiden Name:

Sex:

SSN:

Race:

Date of Birth:

Non-Profit Volunteer: Yes\_\_\_\_\_No\_\_\_\_\_