

GRACE EPISCOPAL CHURCH
Policies for Use of the Parish and Parish Facilities
Dated July 14, 2015

I. Introduction

Grace Episcopal Church serves Christ in the community through its worship services, programs, various activities, its members and the use of its facilities.

II. Establishment of Policy

The Vestry has authority for the establishment of policies for the use of Grace Episcopal Church property and facilities. The responsibility for coordinating the preparation and revision of these policies is delegated to the Administration and Personnel Standing Committee. The implementation of these policies rests with the Rector.

III. Offer of Church and Facilities by Non-Members

Use of the property by non-member individuals and groups is subject to these policies and such use also is at the discretion of the Rector. Furthermore, such use is permitted so long as it does not interfere with parish services, activities and functions.

The Rector may refuse any request or cancel any activity when an individual or group fails to conform to the policies herein outlined and their intent. The furnishings and equipment of the parish are to remain in the parish buildings unless other arrangements have been made. ***Furthermore, parish needs may preempt an approved activity scheduled for a non-member individual or group.***

The parish buildings and grounds are to be smoke free. Smoking is permitted only outside the buildings and only in designated outside areas only in the driveway between the Sanctuary Building and the Parish Hall.

IV. Application for Use of the Church and its Facilities by Non-Members

A completed application form for use of the parish and its facilities is required by all non-member individuals or groups desiring use of the facilities. The application form may be obtained from the parish office.

Applications by any non-member individual or group requesting regular use of the facilities *are to be renewed each September. 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 by July 31 of each year. Use of the parish facilities is also subject to review by the Administration and Personnel Standing Committee.

V. Use of Parish and Facilities by Non-Members

All non-member individuals and groups are accountable and responsible for their use of the parish facilities. The responsibilities of such users are included in section VI of this policy and are listed on the application form (Appendix I). Whatever rooms are requested are the only rooms to be used, other than the restrooms.

A deposit may be required of all non-member individuals or groups who receive permission to use the facility.

Also, a non-refundable fee may be charged for custodial services in connection with non-member individual or group use of the parish property, as determined by the parish when the application is approved.

See section VIII for details on the deposit and custodial fees.

Failure to maintain the property, damage to the property of the parish, violation of the polices and rules of the parish, or failure to pay assessed custodial services or damages may lead to loss of use of the facility.

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.

VI. Responsibilities for use of Facilities by Non-Members

1. Tables, chairs, and floors are to be clean and all rooms left as they were found unless otherwise requested.
2. The kitchen appliances, counter tops, sinks pots, pans, etc. are to be left clean and in place.
3. Unless otherwise arranged, individuals and groups that use the kitchen are to supply their own cups, plates, cutlery, napkins, food and condiments.
4. All groups using the facilities are responsible for maintaining the property and equipment. Any damage is to be reported to the parish office.
5. The person signing this request is responsible for the above requirements.
6. Proof of liability insurance may be required, and an insurance endorsement may be required that names the parish as a named insured on the policy.
7. Smoking inside of the buildings of the parish is prohibited. Smoking on parish property is permitted only in the parking lot at the northeastern corner of the sanctuary building, near the Labyrinth and playground area.
8. *The use of alcohol and/or the serving of alcohol on Parish property is not allowed except upon written approval by the Rector of the Parish.*

Otherwise, the use of alcohol and/or serving of alcohol on Parish property are not allowed under any circumstances.

9. 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 designee.

The maximum number of people using the fellowship 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. Sixteen is the maximum capacity for all other rooms and 10 children for the nursery. Those using the parish facilities are urged to review the parish's safety procedures and to become familiar with all exits, fire alarms, fire extinguishers, etc.

VII. Personal Injury and/or Property Damage from Use by Non-Members

Non-member individuals and groups may be required to sign a "Hold Harmless" agreement with the parish. Non-member individuals and groups which have liability insurance may be required to present evidence of liability insurance coverage and a written endorsement that names the parish as a named insured on the policy. Any personal injury and any damage to parish property must be reported immediately to a member of the parish staff.

VIII. Deposit, Custodial, and Other Charges to Non-Members

A fifty dollar deposit (\$50.00) or more may be required of any non-member individual or group using the facility (as stated in section V). ***The deposit may be waived for a non-member applicant if a parish member will agree to take responsibility for the 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 facility 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.

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 property occurs. Custodial fees shall be paid along with the deposit before the use occurs, and/or or after the event if more is required.

Custodial fees for regular, recurring usage shall be due and paid at the parish office on the 1st day of each month of such continued use.

Sanctuary use charges are listed in section IX.

IX. Sanctuary Use by Non-Members

Grace Episcopal Church sanctuary is viewed as the House of the Lord and its use is to be consistent with this belief. Such uses include:

- Appropriate worship services
- Religious groups
- Sacred music programs
- Weddings
- Funerals
- Religious classes and conferences
- Rehearsals for listed uses

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

Fees for custodial services and general utilities to the use of the sanctuary by non-members will be assessed at the discretion of the Rector. There are no such charges for funerals.

X. Sanctuary Organ, Piano & Sound System Use by Non-Members

Use of the organ, piano, and sound system must be requested through the Director of Music of the parish. The Director of Music shall inform the Rector of all such requests and usages of the sanctuary organ, piano, and sound system.

XI. 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 are 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