

Facilities Use Policy

SECTION 1: Purpose Statement

St. Paul's Anglican facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the body of Christ and to bring God glory. Although the facilities are generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will not be permitted to persons or groups whose intended use of St. Paul's facilities will conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's Constitution and Bylaws. The Rector, or his official designee, is the final decision-maker concerning use of church facilities and whether the use of the facilities conflicts with the aforementioned. Documented core beliefs can be obtained from Cathy McGrew, Parish Administrator.

The Restricted Facility Use Policy is necessary for two important reasons:

- 1. St. Paul's Anglican may not in good conscience materially cooperate in activities or beliefs that are contrary to its practices and/or faith. Allowing its facilities to be used for purposes that contradict the beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 5:22)**
- 2. It is particularly important that St. Paul's Anglican presents a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups, or persons, who would use our facilities for purposes contrary to Paul's Anglican practices and faith, would have a severe, negative impact on the message that St. Paul's Anglican strives to promote. It could also cause confusion and scandal to church members, and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.**

Therefore, no St. Paul's Anglican facility will be used in any way that contradicts the church's practices and faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as Holy and set apart to worship God. (Colossians 3:17)

SECTION 2: Approved Users and Priority of Use: The Rector or official designee must approve all uses of St. Paul's Anglican's facilities. Priority shall be given to church members, their immediate families, and organized groups that are a part of the ministry, organization or sponsored activities of the church. Church facilities will be made available to non-members or outside groups meeting the following qualifications:

- 1. Groups or persons requesting facility use must affirm that their planned uses of the facilities are consistent with the church's faith and practice.**

2. Weddings are held in the Church Building only and a St. Paul's Rector must review and approve plans for religious ceremonies including weddings and burials. This requires a separate process not covered on this form. Please contact Fr. Tripp Jeffords, our Rector, for more information regarding wedding ceremonies and burial services.
3. To use our facilities, parishioners must be Confirmed Communicants in good standing of St. Paul's. The parishioners using our facilities are personally responsible for all dealings with St. Paul's Anglican, including application filing, deposits, payments.
4. Any group, person or parishioner seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" at least 30 days prior to the event date.
5. The group, person or parishioner seeking facility use must take responsibility for the facilities and equipment used, and must agree to abide by the church's rules of conduct for facility use, as stated above, and as described in any additional instructions by the church staff.

SECTION 3: Facility Use Hours: St. Paul's Anglican facilities are generally available Friday afternoon and evenings, and all day on Saturdays, between the hours of 9:00 a.m. and 10:00 p.m. Use outside these hours must be approved by the Rector or official designee, and must be approved in writing. Specific times requested must be approved by the Rector or his designee.

SECTION 4: Scheduling Events: Facility use requests must be made to (i.e. Rector, Parish Administrator) submitting the form "Church Facility Reservation Request and Agreement" form at least 30 days prior to the event. The event will be reserved and placed on the church calendar, only when the Rector, or official designee, approves the use. The Security Deposit is required at the time of application to secure the date, see * below. Failure to abide by any of the terms and conditions of use will result in the forfeiture of the security deposit.

SECTION 5: Fees: Use of church facilities is subject to rental and auxiliary fees outlined below to pay for the upkeep of church facilities. Confirmed communicants in good standing at St. Paul's Anglican are not required to pay a rental fee for usage because maintenance of the facilities is derived from members' tithes and offerings.

DOAR HALL RENTAL (Includes all of Doar Hall space as well as the Atrium:

Confirmed St. Paul's Communicant in good standing *No charge for rent(for personal use only)

Community/Non-Profit Organization or
Inactive Member/Non-Parishioner \$3,750 (includes all fees)

Auxiliary Fees:

Cleaning (fee covers up to 4 hours of cleaning) \$250 (there is an additional charge if more cleaning is required)

Setup and Take Down (fee covers both) \$500

*Base Cost to rent Doar Hall (for someone who is a Confirmed St. Paul's Communicant in good standing) \$750 (\$250 + \$500 Auxiliary fees)

Event Host	\$30 per hour (required for duration of event for all outside groups)
Optional Audio/Visual Tech Support	\$50 per hour/per person needed
Required Security Deposit*(not going toward rental fee)	\$1,500 (*see below)

ATRIUM

Rental Fees:

Confirmed St. Paul's Communicant in good standing use only) ***No charge to rent (for personal**

Community/NonProfit Organization or Inactive Member **\$900 (includes all fees)**

***Auxiliary Fees:**

Cleaning (fee covers up to 2 hours of cleaning) **\$150 (there is an additional charge if more cleaning is required)**

Set-Up and Take Down (fee covers both) **\$250**

Required Security Deposit (not going toward rental fee) **\$500**

Optional Audio/Visual Tech Support **\$30 per hour/per person**

AMBLER HALL

Rental Fees:

Confirmed Parishioner **No Charge to rent***

Community/Non-Profit/Non-Parishioner **\$2,000**

***Auxiliary Fees Charged:**

Set- up and take down **\$500**

Cleaning **\$250**

***SECURITY DEPOSIT:** A refundable security deposit is required from all applicants to reserve facilities. It is due when the application is signed and the date is secured. If the building sustains any damages or is not vacated by 10:00 p.m. (when used in evenings) or the contracted time set, the deposit will not be refunded. If no damages are sustained, the building is vacated on time and there is no cleaning required beyond the four contracted hours, the deposit will be returned within 10 business days following the event. Deposit checks will be held, without cashing, by the Parish Administrator until inspection of facilities after use.

SECTION 6: Facilities Use Guidelines:

- 1. Alcohol Policy:** Alcohol, limited to beer and wine only, may be served in the Doar Hall, Atrium and Ambler Hall spaces on campus and nowhere else. Outdoor carrying or consumption of any type of alcohol is prohibited and the group using the facilities must not allow open, unsupervised serving of alcohol at events in which minors are present. Further, the renting individual or group assumes all liability related to consumption of alcohol.
- 2. Smoking Policy:** Smoking in all indoor church facilities is prohibited.
- 3. Groups are restricted to use only those areas of the facility that the group has reserved, and which has been approved by the Rector or the Parish Administrator, in the signed contract.**
- 4. Facility users must ensure all food and beverages are removed from the kitchen and that food waste is cleaned up. Use of the kitchen is limited to serving and re-heating food only. All equipment needs to be cleaned and left in good condition and turned off before leaving the premises. Food, drinks, and condiments in the kitchen are Not available for outside users' consumption.**
- 5. Abusive and foul language, violent behavior, and drug and alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.**
- 6. Any person or group using St. Paul's facilities must sign the "Church Facility Reservation Request And Agreement" form prior to reservation of church facilities.**
- 7. Events serving alcohol: For any events serving alcohol provided by Caterer/person or group renting the facilities, the following requirements must be met prior to the start of the event.**
 - a. Required Permits, Licenses, Registration: Caterer/person or group renting the facilities warrants, represents, and agrees that they and any and all individuals assigned by them to alcohol service will obtain and maintain, at their sole expense, any and all approvals, licenses, filings, registrations, permits, or other documentation required by state statute or local ordinance at the time of service.**
 - b. Certified Training: Caterer/person or group renting the facilities will require and ensure any employee or agent they hire for serving alcohol shall have up-to-date TIPS, or other equivalent alcohol server training and provide proof of such training prior to the start of the event.**
 - c. Alcohol Service: Caterer/person or group renting the facilities shall have the sole responsibility to ensure:**

- i. No alcohol is served to anyone under 21 years old.
 - ii. No alcohol is served to anyone who is intoxicated.
 - iii. They will not serve shots, or anything other than beer or wine (no liquor permitted).
 - iv. They will not allow any intoxicated guest to drive.
 - v. They will not allow anyone to place themselves, or anyone else, in a dangerous situation which may be preventable by Caterer/person or group renting the facilities.
 - vi. They will not allow anyone to walk around the property outside with alcohol. It must be consumed only inside the space specifically identified in the rental contract.
8. **Setup, Cleaning and Breakdown:** Caterer/person or group using facilities is solely responsible for all setup, cleaning, and breakdown relating to activities while on the property, other than that pre-arranged with event contract and floor plan design provided in advance by St. Paul's. You are provided this copy of the Setup, Cleaning and Breakdown rules prior to any event.
- a. Kitchen space and facility will be provided in a clean and usable condition.
 - b. Kitchen space and facility shall be left in a clean and usable condition.
 - c. All kitchen surfaces shall be swept and sanitized.
 - d. All food and food waste will be removed from the kitchen space (including fridge, warmers, microwave, trash cans, etc.)
 - e. Remove trash from all spaces used and place it in dumpsters outside. All boxes should be broken down before being placed in the dumpster. Trash can liners should be replaced in empty trash cans.
 - f. If dumpsters on property are full, Caterer/person or group using the facility is responsible for removing all trash from the property.
 - g. All rental items, including but not limited to: dishes, glassware, silverware, utensils, linens, chairs, tables, etc. must be removed from the property at the conclusion of each event unless otherwise approved in writing. Any items left for pick-up later are done so at your own risk and are not the responsibility of St. Paul's.
 - h. Any lost, misplaced, damaged or destroyed rental items shall be the sole responsibility of the Caterer/person or group using the facility.
 - i. A next-day pick-up of rental items approved by St. Paul's shall be stored in a location with Caterer/person or group using the facilities responsible for notifying any rental company of the location for storage and pick-up. St. Paul's is not responsible for securing such items until pick-up.
 - j. Any damage to the facilities, or any other St. Paul's property is the responsibility of the caterer/person or group using the facilities and forfeiting the security deposit.
 - k. Caterer/Person or group using the facilities **MUST** remain at the event until all guests and other staff have departed in order to complete final cleanup and check out with the Event Host from St. Paul's.
 - l. Caterer/Person or group using the facilities must check out with the Event Host prior to leaving the property. The Event Host will then conduct a final walkthrough and review the Checklist with this person. Any items noted shall be addressed

prior to leaving the property. Failure to abide by this term forfeits the security deposit for the event.

- m. Property must be vacated by time stated on the contract or security deposit will be forfeited.

Signature

Date

Print

Title

SECTION 7: Insurance:

For all non-church sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$1.0 Million and provide proof of such insurance at least 30 days prior to the event. The user must also sign the "Church Facilities and Hold Harmless Agreement."

- Kitchen for serving and warming food only
- Ice machine
- Warming ovens
- Microwave
- Handicapped accessible restrooms
- Handicapped ramp accessible venues

- **Piano**
- **Custom Floor Plan Design is included**
- **Seat/Eat 450 (will set 500) 25 - 6**
- **Rectangular tables 8 – 5 ft. round**
- **Tables (seat 8) 6 – 4 ft. round tables**
- **Seat 6 – 1 smaller rectangular table**