

GENERAL POLICIES AND PROCEDURES REGARDING USE OF PARISH FACILITIES OF SAINT MARK'S EPISCOPAL CHURCH (EXCLUDING WEDDINGS)

Saint Mark's Episcopal Church is an outreach-centered parish interested in offering a safe and prayerful place for our parishioners and some other organizations to meet. The following guidelines describe in general what is important to us as a community. Looking to maintain good stewardship of all that God has blessed Saint Mark's with, on occasion we will offer the hospitality of our parish for fellowship, outreach, service, and education.

PARISH FACILITY USE

In all cases, the Rector/Sr. Warden has sole discretion to approve or deny the use of parish facilities. The parish administrator or other designate of the Rector/Sr. Warden shall screen all requests.

A. PERMITTED USES OF PARISH FACILITIES

Generally, those authorized to use church facilities include:

1. Duly recognized parish and diocesan organizations,
2. Individual parishioners for receptions, anniversaries, or other activities when approved by the Rector/Sr. Warden, and
3. Non-members and community organizations upon approval of the Rector/Sr. Warden.

B. PRIORITY OF USE OF PARISH FACILITIES

1. Duly recognized members and parish organizations of Saint Mark's shall have first priority for use of parish facilities.
2. This church reserves the right to decline permission or cancel permission to use this facility at any time and for any reason in the event of an emergency or parish crisis.

C. SCHEDULING USE OF PARISH FACILITIES

All users of parish facilities are required to reserve use of parish facilities and rooms by prior reservation made with the church office. Such reservation requests shall specify the following information:

1. Name of parish organization, individual parishioner or non-parish person/entity.
2. Address and phone number (fax number, if applicable)
3. Estimated number of people.
4. Date requested, time, and number of hours needed.
5. Purpose of request.
6. Room(s) requested and set up requirements.
7. Refreshments or food planned to be served.

D. SCHEDULING BY PARISH AND DIOCESAN ORGANIZATIONS

1. Parish and diocesan organizations shall be required to schedule use of parish facilities for all meetings or usage, including regularly scheduled meetings.
2. Parish and diocesan organizations may schedule use of parish facilities up to twelve (12) months in advance.
3. A member of the group may need to meet with the parish administrator or other designate of the Rector/Sr. Warden prior to the group meeting to receive specific instructions regarding facility use.
4. A parishioner of Saint Mark's must be present during use at all times.

5. One parishioner of Saint Mark's is to be designated by the group and charged with opening up the facility, preparing the rooms for use, cleaning up the facility after use, taking out the trash, replacing the trash can liners, returning the tables and chairs to their original positions, turning off all lights, locking all doors/windows, setting the thermostat to an agreed upon temperature.
6. The group may use the Sunday School Room/Nursery but is responsible for any damage or lost items. ALL supplies MUST be returned to their proper place after use.
7. The group contact is responsible for providing the event supplies except reusable church tables and chairs. Plates, cups, and kitchen utensils that are owned by Saint Mark's may be used but must be cleaned and put away after use. Disposable items such as plastic cups, paper plates, plastic eating, paper napkins and serving utensils are encouraged.
8. The group using Saint Mark's facilities is responsible for any and all damages occurred during use by the group. Failure to pay for such damages will result in immediate termination of the use of any and all Saint Mark's facilities.
9. Permission to meet at Saint Mark's does not extend to offering childcare for the event. This stipulation may be waived with the specific approval of the Rector/Sr. Warden. If specific permission is granted to offer childcare during the meeting time, there must be adequate adult supervision of children at all times.
10. By Vestry action, smoking is prohibited inside Saint Mark's Episcopal Church. If meeting participants use tobacco outside of the building and on church property, then any and all trash associated with tobacco use must be disposed of as part of each group cleaning up after its meeting.

E. SCHEDULING BY INDIVIDUAL PARISHIONERS

1. Individual parishioners of Saint Mark's Episcopal Church may schedule use of parish facilities up to twelve (12) months in advance.
2. A parishioner of Saint Mark's must be present at all times during the event.
3. The parish member may need to meet with the parish administrator or other designate of the Rector/Sr. Warden prior to the date of scheduled use in order to receive specific instructions regarding facility use.
4. The Person or Group contact name and phone number, Description of Use, and Designated Church member contact name MUST be entered on Parish Scheduling Calendar at time of request.
5. One parishioner of Saint Mark's is to be designated by the group and charged with opening up the facility, preparing the rooms for use, cleaning up the facility after use, taking out the trash, replacing trash can liners, returning the tables and chairs to their original positions, turning off all lights, locking all doors/windows, setting the thermostat to an agreed upon temperature.
6. Individual parishioners may use the Sunday School Room/Nursery but they are responsible for any damage or lost items. ALL toys MUST be returned to their proper place after use.
7. The parishioner is responsible for providing the event supplies except reusable church tables and chairs. Plates, cups, and kitchen utensils that are owned by Saint Mark's may be used but must be cleaned and put away after use. Disposable items such as plastic cups, paper plates, plastic eating, paper napkins and serving utensils are encouraged.
8. The parishioner using Saint Mark's facilities is responsible for any and all damages occurred during use by the group. Failure to pay for such damages will result in immediate termination of the use of any and all Saint Mark's facilities.
9. Permission to meet at Saint Mark's granted to any parishioner by this agreement does not permit them to offer childcare supervision during the meeting times. This stipulation may be waived with the specific approval of the Rector/Sr.

Warden. If specific permission is granted to offer childcare during the meeting time, there must be adequate adult supervision of children at all times.

10. By Vestry action, smoking is prohibited inside Saint Mark's Episcopal Church. If meeting participants use tobacco outside of the building and on church property, then any and all trash associated with tobacco use must be disposed of as part of each group cleaning up after its meeting.

F. SCHEDULING BY NON-MEMBER INDIVIDUALS OR GROUPS

1. Individuals or groups may schedule use of parish facilities up to three (3) months in advance. The Rector/Sr. Warden must approve special requests.
2. Arrangements must be made for a parishioner of Saint Mark's to be on hand throughout the duration of the event.
3. A representative of the group must meet with the parish administrator or other designate of the Rector/Sr. Warden prior to the group meeting to receive specific instructions regarding facility use.
4. Unless already reserved by the church, parish organizations, or individual parishioners, non-members may schedule use of parish facilities between 9:00 a.m. and 9:00 p.m. Monday–Thursday and 9:00 a.m. through 5:00 p.m. on Fridays or at the discretion of the Rector/Sr. Warden. Usage of parish facilities on weekends is normally reserved for the church, parish organizations, or individual parishioners unless special permission is given.
5. One parishioner of Saint Mark's is to be designated by the group and charged with opening up the facility, preparing the rooms for use, cleaning up the facility after use, taking out the trash, replacing trash can liners, returning the tables and chairs to their original positions, turning off all lights, locking all doors/windows, setting the thermostat to an agreed upon temperature.
6. The group using Saint Mark's facilities is responsible for any and all damages occurred during use by the group. Failure to pay for such damages will result in immediate termination of the use of any and all Saint Mark's facilities.
7. Permission to meet at Saint Mark's granted to any specific group by this agreement does not permit the group to offer child care supervision during its meeting times. This stipulation may be waived with the specific approval of the Rector/Sr. Warden and consultation of Saint Mark's Vestry. If specific permission is granted to offer childcare during the meeting time, there must be adequate adult supervision of children at all times.
8. By Vestry action, smoking is prohibited inside Saint Mark's Episcopal Church. If meeting participants use tobacco outside of the building and on church property, then any and all trash associated with tobacco use must be disposed of as part of each group cleaning up after its meeting.

G. PROHIBITED USE

1. Parish facilities shall not be used for non-parish sales or any other type of fundraiser activity, unless special permission of the Rector/Sr. Warden is obtained. Neither are political party meetings or gatherings by or for politicians or candidates seeking political office allowed use of the premises.
2. AT NO TIME ARE TAPE, STAPLES, PINS OR ANY OTHER FORM OF ADHERENCE PRODUCT TO BE USED ON THE WALLS IN ANY FORM WITHOUT APPROVAL OF THE RECTOR/SR. WARDEN.

H. KITCHEN FACILITIES USE

1. Kitchen facilities, including linens, dishes, and silverware, are to be used only by parish and diocesan organizations or groups sponsored by a parishioner.

2. Non-members may serve refreshments, but will not be permitted to use the kitchen facilities for preparing, cooking, or serving meals. Non-members may use the coffee pot, refrigerator, microwave oven, and ice machine.
3. Facility users who wish to use a caterer must have prior approval. Caterers may serve only already prepared meals utilizing their own equipment, serving ware, and utensils.
4. Proof of sufficient liability insurance shall be required of all caterers prior to the caterers' use of the facility.
5. All facility users shall be responsible for leaving the kitchen exactly as they found it.
6. Linens*, dishes, and silverware are not to be taken off the premises unless special permission of the parish administrator or Rector/Sr. Warden is obtained. *(*If linens have been soiled, they should be taken home, laundered, and returned promptly.)*

I. PARISH HALL USE

Anyone using the parish hall may use the tables and chairs. All groups are responsible for their own set up and clean up. Non-members will make specific arrangements with the parish administrator or other designate of the Rector/Sr. Warden.

Facilities Available for Use

The requesting group is entitled to use only that meeting area requested by this agreement. Any and all other parts of Saint Mark's facilities are not to be used by the group during its meeting. The Church and chapel are not available for group use unless for individuals to pray.

J. ALCOHOLIC BEVERAGES

1. Wine, champagne, and beer will not be served at business meetings, but may be served at social gatherings when food is also served. Those who use the facilities are responsible for all service of alcoholic beverages, which service will conform to all applicable laws and ordinances.
2. Alcoholic beverages will not be sold on church property.
3. No "hard" liquors will be served in any of the church's facilities (i.e. Vodka, Whiskey).
4. No alcoholic beverages will be served at any function primarily oriented to minors. Drinking by or service of alcoholic beverages to minors is not permitted by law for any reason.
5. Nonalcoholic beverages will be served at all functions when alcoholic beverages are served, and be noticeable at the serving station.
6. Any alcohol left on the premises after a function will be disposed of without compensation to any person or group.

K. FACILITIES USE CHARGES

1. Though the church does not charge rent for use of the facilities, there will be a charge to non-members to cover maintenance and overhead costs.
 - Non-members using our facility on weekdays will be charged \$50.00 for the first three hours and \$20.00 for every hour thereafter.
 - Non-members using our facility for social events in the evening (after 5:00 p.m.) will be charged \$500.00.
 - Exceptions may be made at the discretion of the Rector/Sr. Warden.
2. There is no charge for use of parish facilities by parish or diocesan organizations.
3. Although there is no charge for use of parish facilities by groups sponsored by a parishioner, a donation to help defray maintenance costs would be appreciated.
4. The Rector/Sr. Warden may require that the user employ a security guard for the duration of the event, in which case the user is responsible for payment of the

guard's fee.

L. SECURITY DEPOSIT

A security deposit of \$250.00, to be paid on the Monday prior to the event, will be required of all non-parish and non-diocesan groups. If there are no overtime charges, damages, or losses, the deposit will be refunded the week following the function.

M. PROMPT TERMINATION OF FACILITIES USE

All facilities users must promptly close all functions at the end of the scheduled hours of usage, and in all events, evening functions or usage shall close by 9:00 p.m. Sunday through Thursday and by 5:00 p.m. on Friday and Saturday, except with prior approval.

N. PARISH FACILITIES USE AGREEMENT AND RESERVATION APPLICATION

An executed Parish Facilities Use Agreement shall be given to the parish administrator or other designate of the Rector/Sr. Warden along with the Reservation Application in order to secure a date on the calendar.

These buildings belong to all members of Saint Mark's. Each one of us should treat this place with respect and help care for them rather than assuming someone else will pick up or clean up after us. We, as good stewards, want our building to be a beautiful addition to our community and reflect the care we have for them. It takes everyone to make this mission possible.

Please provide the following information when making a reservation.

Short description of what the Parish Hall is being used for:

Group Contact

Name: _____

Phone number: _____

Church member

Name: _____

Phone number: _____

I, _____ as representative of

hereby agree to comply with all requirements as outlined in this facility agreement.

I understand that failure to comply with these conditions can and will result in the termination of facility use by the meeting group.

Area Requested

Group Representative

Date

Junior Warden of Saint Mark's Vestry

Date

Rector/Sr. Warden of Saint Mark's

Date