

## **ST. STEPHEN'S FACILITY USE POLICY – Church and Nonchurch Groups**

### ***Policies and Regulations Regarding Use of Church Facilities***

#### **Policies:**

St. Stephen's Episcopal Church recognizes that its outreach and ministry can be increased by providing its physical facilities in support of other organization and programs designed to serve the community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interests of the church. The intent of this statement is to establish consistent requirements for church and nonchurch groups use of our church facilities.

All church and nonchurch groups (this includes any group not sponsored by or related to St. Stephen's Episcopal Church) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church; all key deposits, fees, etc., assessed must be paid not less than two days before use of the facilities shall begin. Donations may be made, or fees paid, in cash. If a check is used, it shall be made out to St. Stephen's Episcopal Church. Renewal of permission to use stated church facilities will depend, in part, on satisfactory compliance with requirements during the previous period of use. Groups which use the facilities on a year-round basis must renew their application each January 1.

The Clergy and Vestry of St. Stephen's Episcopal Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interests regarding property management, requirements for use of the facilities for church activities (*which always have priority*), and church relationships with governmental regulations.

#### **Regulations:**

1. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of St. Stephen's Episcopal Church.
2. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless specific exception to this rule has been granted in writing by the governing body of the church. This, however, does not mean that using groups may not have organizational dues or assessments to meet operating expenses.
3. Alcoholic beverage, liquors or other non-physician-prescribed drugs will not be permitted on church property at any time. Special permission for wedding receptions may be granted for a licensed bartender on the premises to serve alcohol.
4. Smoking or use of any tobacco product (including e-cigarettes) will not be permitted inside the church building.
5. Social dancing is permitted in the parish hall or outside by pre-arrangement.
6. Decorations used must be flameproof, and shall not be attached to fixed portions of the facilities without specific approval in writing.
7. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion, with specific written approval.

8. Using group must provide their own table coverings, napkins, etc. The use of St. Stephen's linens will be at a cost of \$7.00 per table covering.
9. Evening events will be concluded and the building closed by 10:00 pm, unless special arrangements have been made.
10. User groups will be responsible for leaving the facilities used in such condition that another group may comfortably use them; i.e., furniture and equipment will be replaced in customary position, kitchen equipment left in clean condition, dishes washed and put away, floors swept, filled waste baskets emptied into the outside trash bins, etc.
11. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
12. No equipment or facilities shall be added to, modified, moved, or removed without prior written approval.
13. At no time shall equipment or facilities other than those covered by prior approval be used.
14. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
15. The facility use fee charge to a nonchurch user groups will be \$350.00.
16. At the inception of the use of facilities, a key deposit of \$40.00 will be paid. This sum provides one key. Any additional key needed (more than one) will require an additional deposit of \$5.00 per key. When the group terminates use of the facilities and all keys are returned, all deposits paid for key(s) will be returned. Any key(s) which are not returned will be charged at the rate of the deposits. If the user group fails to secure a return of the key deposit, this deposit shall be transferred into the church's operating fund at the end of six months.
17. "Single Use Events", that is those which occur no more frequently than once each calendar year, will be issued keys at no charge, but a \$25.00 deposit must be made to ensure the return of the keys.
18. Food must be catered by a licensed caterer for safe food handling and public health.