

THE EPISCOPAL CHURCH OF ST JOHN IN THE WILDERNESS

POLICIES AND PROCEDURES FOR USE OF PARISH BUILDINGS & GROUNDS

- 1) Any emergency meeting of the Episcopal Church of St. John in the Wilderness will take precedence over any previously scheduled use of the parish facilities. The Rector shall have authority to cancel the Usage Agreement at any time for any reasonable cause.
- 2) The facilities of St. John in the Wilderness are to be used primarily for church functions or by activities of its parishioners. The facilities are not to be used for commercial or political purposes but may be used by non-profit activities that have been approved. Town hall or other civic activities may be acceptable **if** they do not promote a single position or agenda but are for the information of the broader community. Use of the parish facilities or equipment by an outside group does not imply sponsorship of the group or event by St. John in the Wilderness. Accordingly, a non-church group's publicity shall not suggest any endorsement by this church. Any publicity shall be cleared in advance by the officials or clergy of St. John in the Wilderness.
- 3) Organizations wishing to use the parish house facilities must submit their request to the parish secretary and complete the Usage Agreement request at least ten (10) business days in advance of the date requested for the event/activity.
- 4) No activities will be scheduled to take place during parish worship services.
- 5) Every group that uses these facilities must have a **responsible contact person** whom we can approach to voice any concerns, if necessary. A representative of St. John's Facilities Usage Group will give the contact person an orientation before signing the Usage Agreement. A **representative of the using organization shall remain present until all persons have vacated the church facilities and grounds. Unless otherwise agreed by both parties in advance, the representative shall be the responsible contact person who has signed the Usage Agreement and has accepted responsibility for the key.**
- 6) St. John in the Wilderness is a NON-SMOKING facility. Smoking is NOT PERMITTED in any building or anywhere on the grounds.
- 7) No alcoholic beverages may be served when outside organizations are utilizing the facilities. A limited amount of beer or wine may be served at parish activities only.
- 8) Kitchen facilities are not available without prior permission. Groups who have made application for the use of the kitchen will be given instructions by a representative of St. John in the Wilderness at a time of mutual convenience.
- 9) Outside groups and parishioners' private events using parish house facilities will be liable for any repair or replacement costs arising from damage to buildings and/or contents during the time that the group is on site. A deposit of \$100 is required prior to use. After the event and an inspection, all or part of the deposit will be returned, depending on damages.

To minimize the late discovery of damages, it is required that groups using parish house facilities have their contact person meet with a Facilities Usage Group member to inspect the premises the following day or as soon after its use as possible, and prior to its use by another group.

10) The use of the fireplace and/or playground is not available except during parish/church functions. Windows are not to be opened, thermostats adjusted, or doors left open.

11) The parish house office is open Monday through Friday 9:00 a.m. to 3:00 p.m.

12) The normal hours that parish house facilities are available for use are as follows:

Monday through Friday	8:30 a.m. – 9:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.
Sunday	1:00 p.m. – 4:00 p.m.

Because of limited staff we must insist that groups finish their meeting/activity on time. Variations to the above schedule will require approval from the Parish Office.

14) Decorations must not be nailed or thumb tacked to woodwork, plaster walls or any other surfaces. Neither scotch tape nor masking tape may be used. Only “Hold It” adhesive may be used.

15) To help us plan for the use of parish house facilities, each group that meets on a regular basis should notify the parish secretary annually in writing before December 1st of each preceding year regarding their meeting dates, space requirements, time of meetings, and duration of meetings. Supplying the above information does not waive the necessity for executing a usage agreement.

16) Outside group and parishioners renting the facility are required to employ the sexton to set up, replace furniture, and clean up when they are through. No furniture may be moved except by the sexton. **If use of the facilities extends beyond hours in which the office is open, the contact person for the group will be responsible for locking the outside doors to the buildings and returning the key(s). A drop box for keys is located below the mailboxes in the entranceway to the Parish House/Office Building. Keys must be recovered before a deposit is returned.**

17) No outside group may charge an admission fee for a function without prior approval from the Rector.

18) Notice of cancellation must be given to the parish secretary within two or more business days in advance of the scheduled meeting. Failure to do so may result in the forfeiture of the \$100 application fee and, where applicable, the set-up fee. **Please note that it is the responsibility of the group contact person to notify all group members of meeting cancellations.**

19) Use of church facilities for weddings

a) Use of the sanctuary

- 1) For members of the parish in good standing and their direct family. In this regard, “families” will include children and grandchildren. There is no fee for weddings in the sanctuary by members, but there is an expectation that the officiating clergy, the sexton, and the musicians participating would receive an appropriate honorarium (negotiated beforehand).
- 2) For non-members of the parish. The rector has sole discretion on approving use of the sanctuary by non-members, although the building and grounds committee may make recommendations. With approved use, non-members will be expected to contribute \$1000.00 to the church. In special cases, the rector can reduce the contribution amount. As with members’ weddings, participants are expected to provide honoraria to clergy, the sexton, and the musicians.

b) Use of the Parish Hall and Wilderness Room for Receptions

- 1) For members of the parish in good standing and their direct family (as above). Members would be charged the fee standard for use of either the Parish Hall or Wilderness Room. Alcohol would be permitted, but (in accordance with Diocesan policy) would be restricted to beer and wine. As with all events, the church sexton must be employed for set-up and clean-up. Any caterers are required to clean up everything associated with their service. Members of the parish who would like to reserve a church facility for a reception are expected to review their plans with the rector and gain approval.
- 2) For non-members. If approved by the rector, non-members can schedule either the Parish Hall or Wilderness Room, but no alcohol may be served. Non-members are expected to review their plans for the reception with the rector and gain approval. The same fee for use would be charged to non-members, and the same rules apply for use of the sexton.

FEE SCHEDULE

Fees include Sexton's fee per paragraph 16.

Full use includes kitchen appliances and tableware.

Limited use includes refrigerator and microwave, but not tableware. Light refreshments only, such as tea, coffee, and soft drinks (using paper plates and cups). No beverages or materials will be supplied by parish house.

<u>Wilderness Room</u>	<u>dining capacity 40; meeting capacity 50</u>
Full Day/Full Use	\$275
Full Day/Limited Use	\$140
Half Day/Full Use	\$200
Half Day/Limited Use	\$110
<u>Library</u>	<u>capacity 15</u>
(light refreshments only)	\$50
<u>Lower Conference Room</u>	<u>capacity 15</u>
(light refreshments only)	\$50
<u>Parish Hall</u>	<u>dining capacity approximately 150; meeting capacity 200</u>
Full Day/Full	\$500
Full Day/Limited Use	\$400
Half Day/Full use	\$400
Half Day/Limited use	\$300

Audiovisual equipment

This equipment may be made available in conjunction with a scheduled meeting of a group if the equipment is not in use elsewhere. Use of the equipment must be scheduled in advance and approved by the parish office. A flat fee of \$30 per meeting will be charged for use of audiovisual equipment. **Ability to operate this equipment must be demonstrated to a Facilities Usage Committee member.**

- Notes:
1. The Rector, in his/her discretion, may adjust any fee.
 2. Payment is due no later than one day before the event/activity.

USAGE AGREEMENT

Today's date _____

Organization Name _____

_____ A member of the church/staff is making this request.

_____ This request is being made by a non-member organization.

Date requested for event/activity _____

Room(s) requested _____

Number of people expected _____

Kitchen facilities requested? _____ Yes _____ No

Use of audiovisual equipment? _____ Yes _____ No

Requested by _____

Address _____

Telephone number(s)/email _____

Type of activity _____

Purpose of activity _____

Time of use: Beginning _____ Ending _____

Estimated number of parking spaces _____ **If over 100 persons are expected the organization must provide parking attendants.**

Person in charge _____

Phone number(s) _____

WHEN REQUESTING A SETUP BY THE SEXTON PLEASE DRAW A DIAGRAM ON THE BACK OF THIS SHEET INDICATING HOW YOU WOULD LIKE THE ROOM ARRANGED. Diagram on back: Yes _____ No _____

FIRST TIME USERS:

DEPOSIT: A \$100 refundable deposit is required at the time of submission of this usage agreement to cover possible damages or failure to clean up property. Please write a **separate check**. This check will be returned upon your leaving the meeting space satisfactorily clean, ready for the next use and returning any key(s). The **FULL USAGE FEE** is due no later than the day before the event/activity unless other arrangements are made with the parish secretary. You may describe the room setup on the back of this form. Your group is requested to stay in the area(s) that you have asked to use. The use of rest rooms is, of course, permitted.

INDEMNIFICATION AGREEMENT

In consideration of the premises being used by the Organization for the fee stated, the Organization agrees to indemnify and hold harmless the Episcopal Church of St. John in the Wilderness, its officers and employees from and on account of injury to any person or persons caused by or resulting from any acts or omissions, negligent or otherwise, of the Organization, its officers, members or attendees at the Organization event. Organization also agrees to reimburse St. John in the Wilderness for attorney fees incurred in defense of said claims.

Signature: _____

OFFICE USE ONLY

This request is _____ approved _____ not approved.

Date _____ Staff signature _____

Deposit paid date _____

Usage Fee paid date _____

(Draw diagram of room setup below)