

St. Timothy's Episcopal Church Facilities Use Policy

St. Timothy's Episcopal Church is pleased for its buildings to be used by parishioners, parish groups, and non-parish community groups. All users of St. Timothy's facilities are expected to comply with the Expectations for Use of Church Facilities outlined in section III below and the restrictions noted in section IV below.

All St. Timothy's facilities are to be used in a manner consistent with the mission of the church and its values and principles. Church facilities may not be reserved during Holy Week or Lobster Fair week.

I. Requests for Use of Facilities

- A. All requests for use of facilities and all reservations *must* be made through the church office in order to be valid.
- B. This facilities use policy applies when the Parish Hall, Education Building, etc., are used in conjunction with a wedding.
- C. The church's facilities are not available for use by any individual or group engaged in income-producing activities unless approved by the Rector and Senior Warden on a case by case basis. This restriction does not apply to individuals participating by invitation in church-sponsored events.
- D. Facilities Use Application and Agreement
 - 1. The completion of an Agreement form is required of each individual or organization wishing to use church space for an event not sponsored by the church. (See attached)
 - 2. Applications should be submitted at least 30 days in advance of an event.
 - 3. The Parish Secretary can schedule facilities for routine use by parishioners and church related events. Completion of the form is waived for church related events.
 - 4. Agreements for non-parishioners and for groups requesting regular use of the facilities must be approved by an authorized agent of the Church (Clergy and Senior Warden).
 - 5. The completed Agreement signed by a church representative will be retained in the church office, and a copy will be given to the organization's representative or to the requesting individual.
 - 6. Fees are based on facility and resources used unless waived by the Rector and Senior Warden.

II. Eligible Users

- A. Church-sponsored groups, activities and events and parishioners for private events or other approved groups/individuals.
- B. Individuals or groups whose mission and values are consistent with those of St. Timothy's.
 - 1. Any individual or group that regularly uses Church facilities will be expected to maintain Liability Insurance Coverage and shall provide certification of Insurance before their application can be approved. Any exception to Liability Coverage must be approved by the Administrative Committee and documented on the Application Form.
 - 2. Non-profit groups using the facility for a one-time event may be exempt from the liability insurance requirement at the discretion of the Rector.
- C. The Church will not provide space to any group that works with minors unless liability insurance coverage and documentation of sexual ethics training for leaders is submitted. Any exceptions will be clearly documented.

III. Expectations for Use of Church Facilities

- A. All individuals and organizations or groups using church facilities are responsible for the behavior of the participants, guests, or attendees at events and are responsible for providing sufficient, competent adult supervisors for children in attendance. An accident which occurs during an event is the responsibility of the

individual or organization using church facilities **unless the accident resulted from the sole negligence of the church and its representatives.** An accident/incident in which an individual sustains an injury which requires medical treatment or which could result in legal liability for the church **MUST** be reported immediately to the Rector or Senior Warden. The accident and incident report must be completed to document the occurrence.

- B. All individuals and organizations or groups using church facilities agree to the following:
 - 1. Ensure that all emergency exits (especially in the Chapel and in the Parish Hall) are unlocked during occupancy.
 - 2. At the end of the event, check all exterior doors, including emergency exits, to be sure they are securely locked, ensuring that flush bolts which extend into the threshold and/or header on main-entrance doors are engaged.
 - 3. Any food waste is bagged and placed in the green trash bins outside the Multi-Purpose building along Louis St.

IV. Alcoholic Beverages, Smoking and the Possession of Firearms

- A. Beer and wine may be served during certain church-related/church-sponsored events or activities and for private functions, if approved in advance by the Rector. If the serving of beer and wine has been approved, equal amounts of non-alcoholic beverages must also be provided; alcoholic beverages may only be served **to adults** (IDs should be checked); and guests cannot be charged a fee for alcoholic beverages.
- B. In addition to the above restrictions, a certificate of insurance must be submitted with the application for a private function. The use of a professional bartender who has insurance coverage showing liquor liability is encouraged. Alcohol may not be served after 8:00 p.m.
- C. If alcoholic beverages are served, a uniformed law enforcement officer must be present at the expense of the requesting party. This requirement does not apply to church sponsored events.
- D. Smoking and the use of tobacco products and illicit drugs are not allowed in any church building or anywhere on church property.
- E. The possession of firearms by anyone other than on-duty law enforcement officers is prohibited in all church buildings and all outside areas on church property.

APPENDIX

Checklist for Building Usage

The following checklist of clean-up and building security activities is posted in areas used by groups and should be reviewed to be sure all tasks have been completed before the group leaves the premises.

Groups are in charge of **set up AND clean up.**

When your group is finished be sure to:

- 1. Check all **lights: INCLUDING** the **bathrooms**
- 2. Check that toilets are flushed and area is clean!
- 3. Check all doors to be sure they are locked. Insert pins top and bottom if using main entrance areas.
- 4. **Empty trash cans** and properly dispose of **recyclables**. Trash Bins are located in the fenced-in area on the side of the white Multi-purpose Building. Recycling bins may be found in this area as well. You may take trash/garbage home for disposal if you choose.
- 5. If **kitchen** is used, be sure to **clean all surfaces**. Please take cotton towels home and wash if they were used. Return as soon as possible.
- 6. If **outside** area is used, check to see that any **trash is removed and disposed of properly.**
- 7. **Playground** is for weekday **Pre-School program only.**

Thanks for helping keep our space clean and tidy for all the groups who use it. This also helps with the electric bill, the ant problem, and security of our property.

Facilities Use Application and Agreement

St. Timothy's Episcopal Church

107 Louis Street, Greenville NC 27858

Office: (252) 355-2125 Fax: (252) 355-1993 E-mail: office@st-tim.org

Name _____ Date: _____

I have the authority to represent the following organization _____

Title of the individual within the organization named above: _____

Address: _____

Phone: () _____ Cell () _____ Fax : () _____

E-mail address: _____

Are you a member of St. Timothy's Episcopal Church? yes no

Describe the event to be held (e.g., meeting, conference, workshop, wedding reception, etc.): _____

Recurring event? yes no If yes, range of dates _____

Does the event involve a charge to participants? yes no Number of participants expected: _____

Date and hours of the event(s): _____

Time of arrival: _____ AM/PM Time of departure: _____ AM/PM

Cost for use of facilities (due when application is approved and scheduled)

Maximum occupancy: Parish Hall 159 Education Building (Room 8) 48 Multipurpose Building 42

Parish Hall _____ less than 2 hours - \$40 (fee is 1/2 for parishioners)

_____ 2-4 hours - \$70 (fee is 1/2 for parishioners)

_____ 4-8 hours - \$120 (fee is 1/2 for parishioners)

Education Building _____ less than 2 hours \$40 _____ 2-4 hours \$70 _____ 4-8 hours \$120 (fee is 1/2 for parishioners)

Multipurpose Building _____ less than 2 hours \$30 _____ 2-4 hours \$50 _____ 4-8 hours \$100 (fee is 1/2 for parishioners)

A penalty fee of \$75 will be charged if facilities are left in an unacceptable and/or unsecured condition.

Liability Insurance Requirements for Groups that regularly use Church Facilities

• Certificate of Liability Insurance is required for groups that regularly use church facilities. Agent may FAX to (252) 355-1993

• Does your organization have Liability Insurance Coverage? (y/n). Certificate of Insurance provided: Date ___/___/___

• If your group does not have Liability Insurance Coverage, you understand that all participants should be 18 years or older.

• Waiver of Liability Coverage must be approved by Administrative Committee: Date: ___/___/___

• Is the organization a 501(c)(3)? (y/n). The Rector and Senior Warden are required to authorize any fee waiver Date: ___/___/___

Request approved? yes no Comments: _____

Check# _____ Amount paid: \$ _____

Church representative: _____ Date: _____

If the request has been withdrawn by the applicant after payment:

Date Request withdrawn: _____ Refund given: \$ _____ Date: _____ Check# _____

1. The church has the right to approve or reject all applications for use of church facilities, and priority will be given to church-affiliated groups, committees, and organizations.
2. I will conform to and comply with all church policies, rules, and regulations and will comply with all applicable municipal, county, state, and federal ordinances, laws, rules and regulations in using the premises, and will not use the premises so as to create any risk to individuals or church property. I understand that smoking and the use of tobacco products, illicit drugs and the possession of firearms are prohibited on all St. Timothy's Episcopal Church premises.
3. I will use church facilities only for the purposes identified above. I will not reschedule any event using church facilities without specific prior approval from the church.
4. If there is any change (including cancellation) in the scheduled event, I will notify the church as soon as possible but at least twenty-four (24) hours in advance. I understand that cancellation less than a week in advance may result in forfeiture of any fees already paid.
5. I will not hold St. Timothy's Episcopal Church and its representatives responsible for (or liable for any claims arising from) any accident, injury, illness, death, or damage to property occurring during the use of church facilities by myself, the organization I represent, or the participants at my event(s), **unless such accident, injury, illness, death, or damage to property is the direct result of the sole negligence of the church and its representatives.**
6. I am responsible for setting up furniture, etc., for this event. I will not mount items on walls such that walls are damaged by holes or adhesives. I will restore all facilities used to the original set-up in a clean, orderly condition, ensure lights are off, remove all trash/garbage to church dumpsters or take home for disposal and secure all exterior entrances.
7. I will reimburse the church for all damages to property incurred during my use of church facilities and will pay for additional cleaning services as necessary. I will pay for additional cleaning services and damage repairs as soon as I am notified of specific charges.
8. I agree that I am responsible for the behavior of those attending the event(s) described here and that the church is not responsible for accidents that may occur during my use of church facilities.
9. I will provide sufficient, competent adult supervisors for participants and activities.
10. The church will not be responsible for failure to provide facilities or services under this agreement as a result of inclement weather and other circumstances beyond the church's control. In such instances, the church will not be required to provide special notification or provide or arrange for alternative facilities for use by me. In such instances, amounts paid for the use of facilities will be refunded. (I understand that a refund will not be given if facilities are available at the time the event is scheduled but I fail to appear.)
11. The use of alcohol is restricted to certain pre-approved functions, e.g., wedding receptions, wine and cheese parties, etc. Only beer and wine are permitted, and equal amounts of non-alcoholic beverages must also be provided. Alcoholic beverages may be served only to **adults**, and guests cannot be charged a fee for alcoholic beverages. Use of tobacco products is prohibited in all buildings, on the church premises and parking lots.
Serving of beer and/or wine requested for this event? yes no If yes, a uniformed law enforcement officer must be present at the event.
Rector's Signature authorizing the serving of alcohol: _____
12. Payment for use of facilities according to this agreement shall be made to the church at the time the event is approved and scheduled.
13. If I breach any terms of this agreement, the church may immediately terminate this agreement and may rescind my right to use the facilities without advance notice and without liability and/or penalty to the church.

I Have Read This Agreement, I Understand Its Terms, And I Agree That I And The Organization I Represent Will Be Bound By Them.

Signature of requestor

Signature of church representative

Printed name of requestor

Printed name of church representative

Date ____/____/____

Date ____/____/____