

St. Timothy's Episcopal Church Facilities Use Policy

St. Timothy's Episcopal Church (Church) is pleased for its buildings to be used by the following groups:

- Group 1. General public facility rental
- Group 2. Parishioners for private events and friends of the Church
- Group 3. Parish ministries and community partners involved in the ministry of the Church

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.

Any organization that works with minors must provide liability insurance coverage and documentation of sexual ethics training for leaders.

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 times that conflict with major Church events.

I. Requests for Use of Facilities

- A. Request for use of the facilities and reservation will be made through the Church office.
- B. These facilities are not available for use for the purpose of producing income. This restriction does not apply to individuals participating by invitation in Church-sponsored events.
- C. Facilities Use Application and Agreement
 - 1. The completion of an Agreement form is required of each individual or organization wishing to use facility 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 Director of Operations and Finance can schedule facilities for routine use for Church related events. Completion of the form is waived for Church related events.
 - 4. The completed Agreement signed by an authorized 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.

II. Liability Insurance

- 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 Vestry 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 or Senior Warden.

III. Expectations for Use of Church Facilities

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. An accident/incident in which an individual sustains an injury which requires medical treatment **MUST** be reported to the church within twenty-four hours. The accident and incident report must be completed to document the occurrence. (Emergency contact number displayed in the kitchen)

- A. All individuals and organizations or groups using Church facilities agree to the following:
 - 1. Ensure that all emergency exits are unlocked and accessible during occupancy.
 - 2. At the end of the event, check all exterior doors, including emergency exits, to be sure they are securely locked, and bolted at top and bottom.

IV. Alcoholic Beverages, Smoking and the Possession of Firearms

- A. Beer and/or wine may be served during Church-related/Church-sponsored events or activities and at private functions, with the express written permission of the Rector or Senior Warden. A copy of the letter of request to serve beer and/or wine at an event is attached. If serving beer and/or wine has been approved, equal amounts of non-alcoholic beverages must also be provided; beer and/or wine may only be served to adults (IDs should be checked); and guests cannot be charged a fee for beer and/or wine.
- B. Smoking and the use of tobacco products and illicit drugs are not allowed in any Church building or anywhere on Church property.
- C. The possession of firearms by anyone other than on-duty law enforcement officers is prohibited in all buildings and all outside areas of Church property, as prescribed by North Carolina 14-269.2.

*******An approved copy of this form must be on hand during the event.*******

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 of group or organization: _____ Date: _____

Person completing Application: _____ Affiliation to organization: _____

Address: _____

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

E-mail address: _____

Responsible Party on property during event: _____ Cell: () _____

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

Recurring event? yes no If yes, range of dates _____ To be reviewed annually

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

Date(s) and hours of the event(s) including setup and cleanup: _____

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

Request to be considered for: Group 1 Group 2 Group 3

Facility to be rented: Parish Hall Education Building (Room 8) Multi-Purpose Building
(Maximum occupancy): (159) (48) (42)

Cost for use of facilities: (Reservation not valid until rental and \$250 security deposit are paid in full.)

<u>Rental Rates:</u>	Group 1 _____ less than 2 hours - \$150	Group 2 _____ less than 2 hours - \$40
	_____ 2-4 hours - \$250	_____ 2-4 hours - \$70
	_____ 4-8 hours - \$350	_____ 4-8 hours - \$120
	_____ all day (5am-11pm) - \$500	_____ all day (5am-11pm) - \$200

**Security deposit is paid by separate check and is fully refundable upon satisfactory space inspection, once all keys have been returned.
The security deposit may be waived at the discretion of the Rector or Sr. Warden.**

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 ____/____/____
- Waiver of Liability Coverage must be approved by the Rector or Sr. Warden: Date: ____/____/____
 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/we 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/we will use Church facilities only for the purposes and times identified above. I/we will not reschedule any event using Church facilities without specific prior approval from the Church.

If there is any change (including cancellation) in the scheduled event, I/we will notify the Church as soon as possible but at least twenty-four (24) hours in advance. I/we understand that cancellation less than a week in advance could result in forfeit of rental amount.

I/we agree to comply with the following checklist of clean-up and building security activities attached to this Application and Agreement. I/we will be sure all tasks have been completed before our group leaves the premises.

Groups are in charge of **setup AND cleanup. The following will be done before leaving:**

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 and bolted at top and bottom.
4. **Empty trash cans** and properly dispose of **recyclables**. Replace trash bags in empty cans. 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**. No towels are provided. Please bring cleaning supplies for your use.
6. If **outside** area is used, check to see that any **trash is removed and disposed of properly** and replace bags.
7. **Playground** is intended for our **Pre-School program**. Any other use must be under adult supervision and is undertaken at your own risk.
8. Facilities are expected to be restored to the condition that you found them. In the Parish Hall a vacuum can be found in the closet closest to Fire Tower Road.

Your help keeping our space clean and tidy for all the groups who use it is appreciated.

The group or individual using the facility is financially responsible for any and all damages that occur during their use.

Terms of Facilities Use Policy/Application and Agreement read and agreed to by: _____
Applicant

Date read and agreed to by Applicant: _____

Request approved? yes no Comments: _____

Rent Check# _____ Amount paid: \$ _____ Security Deposit Check# _____ Amount held: \$ _____

Church representative: _____ Date: _____

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

Date withdrawn: ____/____/____ Refund given? yes no Refund Amount: \$ _____ Date: _____ Check# _____

**St. Timothy's Episcopal Church
Facilities Use Letter of Request to Serve Beer and/or Wine**

(Date)

Rev. John Porter-Acee
St. Timothy's Episcopal Church
107 Louis Street
Greenville, NC 27858

Dear Rev. Porter-Acee:

_____(Name / Organization) has applied to use the following St. Timothy's facility:

Parish Hall Education Building (Room 8) Multi-Purpose Building

on _____(date) to host a

(e.g., social, retirement party, shower, etc.) event.

The purpose of this letter is to request permission to serve beer and/or wine at the event.

_____(Name / Organization) will ensure that:

- No persons under the age of 21 will be served alcohol.
- Sufficient non-alcoholic beverages will also be available to guests.
- There will be no sale of alcoholic beverages at the event.

Thank you for your consideration of our request.

Sincerely,

Signature

Name / Organization

Request approved? yes no Comments: _____

Church representative: _____ Date: _____