Guidelines Governing Use of Properties

Grace Episcopal Church, Kirkwood, Missouri

(As approved by the Vestry - October 2010)

Grace Episcopal Church has followed and will continue to follow a tradition of providing facilities for community groups whose use are devoted to the spiritual, education, civic, recreational health and cultural welfare of our area, provided the Vestry determine such use is consistent with the vision and mission of the church’s ministries.

The following policies are intended to offer directives to the clergy, staff, members, and guests concerning the use of the facilities, equipment and furnishings of Grace Episcopal Church. Members and non-members are expected to abide by these policies.

All requests and situations not covered by this statement of policy shall be subject to approval by the Junior Warden. Building and Property Use Policies shall be reviewed annually by the Junior Warden.

Applications for use by all groups will be considered in order of their receipt, with political and commercial groups being excluded. All applications by all groups shall be submitted on proper office forms and will be considered in ordered of their receipt.

Groups or programs sponsored by Grace Episcopal Church have priority in the use of the church properties.

AVAILABILITY

The church facilities are available for use during the hours when the facilities are normally open and when a church custodian is present. Any exceptions must be pre-arranged and authorized by the Junior Warden. In the event a meeting (by pre-arrangement) extends beyond the scheduled closing time, a designated person in the group or custodian must be responsible for securing the facilities.

# LIABILITY

Participation in meetings at Grace Episcopal Church is at each person’s own risk. Grace Episcopal Church does not assume liability or responsibility for any participant. All persons are expected to follow reasonable safety precautions and procedures while on church premises and while using the equipment and facilities. Grace Episcopal Church will not be responsible and accepts no responsibility for personal items/valuables of those using its facilities.

A Certificate of Insurance Request Form or a Certificate of General Liability Insurance and a Use of Facilities Guidelines Agreement will be given to and received back from groups using the facilities.

BASIC GROUND RULES

1. Groups using facilities are expected to exercise good judgment in such use so as to preserve the cleanliness, appearance, usefulness, and longevity of the property and equipment.
2. Easels, bulletins boards and tack strips should be used to display items. No tacky putty or tape of any kind is allowed on walls or doors.
3. Food and beverages are not permitted in the sanctuary or chapel.
4. Groups should return rooms to their original physical arrangement. Any furniture that is temporarily re-arranged must be returned to its original place.
5. All lights, television, etc. shall be turned off when leaving the room.
6. Groups should observe proper parking etiquette and courtesy to neighboring properties.
7. No decorations may be mounted to the walls with the exception of being pinned to the bulletin boards. Bulletin boards must be restored to their original condition following use of the space. No existing displays may be removed or changed without permission.
8. Limited use of the sound system must be approved by the Junior Warden.
9. Adequate supervision is required for all adult, youth and children’s groups. All groups shall have a contact and/or lead person with them (noted on Request Form).
10. Participation in programs is at your own risk.
11. Use of tobacco is prohibited inside church buildings.
12. All groups using the facilities will abide by the Grace Episcopal Church policy on alcohol.
13. All groups using the facilities must sign a hold harmless agreement and provide a certificate of general liability insurance.

DAMAGE OR LOSS

Groups will be asked to make compensation for damaged facilities or damaged/missing equipment.

LOANED EQUIPMENT

Church equipment or furnishings are **not** to be loaned to any individual or group for removal from the church premises without consent of the Junior Warden.

CHARGES FOR UNAFFILIATED GROUPS

Note: There will be a set up & clean up fee charged in addition to room fee.

Group A: Members and unaffiliated groups which include one or more members of Grace Episcopal Church

Group B: Unaffiliated with no Grace Episcopal Church member(s).

To be eligible for a member fee the member must be present at the event and accept the responsibility of care and security of the facilities.

A current schedule of fees is attached.

Outside groups use of space will not receive a final confirmation more than six months in advance of the event. Church functions take priority over all other functions.

Area church meetings and training events of religious and non-profit character-building organizations use of facilities for no or reduced fees. Requests must be submitted on the proper forms.

Additional charges for special setups and extended use of the room will be determined on a case by case basis. The Junior Warden will decide on the charges based on the scope of work needed.

All fees are to be paid in advance.

**I. Sanctuary**

1. It is always the intent to *preserve the holiness of the Lord’s House,* our gathering place for worship.
2. The Sanctuary will be open for scheduled activities, approved by the Rector. No sales or advertisements shall be posted or allowed.
3. Food and beverage are not allowed in the Sanctuary.
4. No sales or advertisements shall be posted or allowed in the Sanctuary.
5. **Kean Library**
6. Kean Library will be open for scheduled activities, approved by the Junior Warden.
7. Any furniture that is temporarily re-arranged must be returned to its original place.
8. Use of Kean Library should be scheduled through the Church Office.
9. Food and Beverage may be served in Kean Library with the approval of the Junior Warden.
10. **Albright Hall Policies**
11. Albright Hall may be used as:
12. A place for large group meals or meetings.
13. A place for worship.
14. A place for recreation.
15. A place for musical or dramatic productions.
16. Meetings.
17. Classes
18. Those using Albright Hall are expected to leave the facility clean and in order.
19. Meals may be served in Albright Hall.
20. The panels on the walls of Albright Hall are acoustic panels and not bulletin boards. No items should be attached to these panels. Use of staples and tacks is strictly prohibited.

**IV. Key Policies**

1. Keys to the Grace Episcopal Church facilities shall be given to clergy and staff, and others as determined by the Junior Warden. All others shall sign for keys as needed and have a definite day/time when the key is to be returned. The Church Office Personnel or shall note on the sign-out form when the key is returned. There will be a fee of $20 withheld from the deposit if the key is not returned.

**V. Kitchen Use Policies**

1. Those using the kitchen shall take responsibility for the following:
2. Counter tops must be wiped clean with disinfectant.
3. Dishes, utensils, flatware, glasses, etc. are to be washed, dried and returned to their proper storage space. No items may be left in the sinks or on the counter areas.
4. Appliances used must be wiped and/or cleaned following their use.
5. Trash is to be emptied. A dumpster is located at the back of the building. ALL trash must be taken out following the event. Trash cans should have a new replacement liner put in all trash cans.
6. Any food or spills on the kitchen and area floors are to be swept and/or mopped.
7. Used dish cloths should be rinsed out and placed on the rack next to the freezer.
8. Please wash an return all tablecloths used.
9. No garbage, coffee grounds, etc. can go in any of the sinks. Please scrape food into trash cans or garbage disposal near dishwasher.
10. Mark all food for refrigerator or freezer with date and group name.
11. The dishwasher will only be used by a custodian or trained volunteer.
12. Follow instructions on dishwasher before using.
13. Temperature control on dishwasher should be turned all the way down after use.
14. Dishwasher hood fan should be turned off.
15. If dishwasher is used multiple times, please empty and refill with clean water (instructions are on dishwasher.)
16. Clean grills inside dishwasher.
17. Scheduling of the kitchen should be done through the Church Office.

**VI. LaVielle, Thompson Room and Meeting Room Policies**

1. Classrooms may be used for meetings and classes.
2. Any furniture that is temporarily re-arranged must be returned to its original place.
3. Use of classrooms should be scheduled through Church Office.
4. **Playground Policies**
5. The playground shall be open only when there is adult supervision.
6. The playground will not be used when school is in session.

APPENDIX A

## DEFINITIONS

Member of Grace Episcopal Church: At the time of the request, the individual’s membership status is one that would be counted in any count of membership required for the End of Year Parochial Report.

Non-Member of GRACE EPISCOPAL CHURCH: At the time of the request the individual’s membership status does not exist or does not satisfy the definition of a member of Grace Episcopal Church.

Grace Episcopal Church group/program: A the time of the request, a group/program will be considered if there exists a documented connection to a ministry of Grace Episcopal Church.

(Affiliated) group/program: At the time of request, a group/program will be considered an affiliated group/program if there exists a documented connection to Grace Episcopal Church.

Non-Grace Episcopal Church (unaffiliated) group/program: At the time of request any group that does not satisfy the definition of a Grace Episcopal Church or and Affiliated group/program is considered a Non-Grace Episcopal Church Group.

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