**St Paul’s Episcopal Church Building Use Guidelines**

St. Paul’s Episcopal Church has followed and will continue to follow a tradition of providing facilities for community groups devoted to the spiritual, educational, 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 St. Paul’s 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 Rector. Building and Property Use Policies shall be reviewed annually by the Vestry. Applications for use by all groups will be considered in order of their receipt, with political and for-profit groups being excluded. All requests must be submitted in writing, using St. Paul’s Facility Use Application form. Requests from groups or programs sponsored by St. Paul’s Episcopal Church will 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. Any exceptions must be pre-arranged and authorized by the Rector. 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.

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. Funerals and other liturgical and pastoral needs of St. Paul’s may, from time to time, require a change in previously approved scheduled events with little or no notice. St. Paul’s will make every effort to provide advance notice.

**LIABILITY**

Participation in meetings at St Paul’s Episcopal Church is at each person’s own risk. St. Paul’s 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. St. Paul’s Episcopal Church will not be responsible and accepts no responsibility for personal items/valuables of those using its facilities.

A Certificate of Insurance or a Certificate of General Liability Insurance Use of Facilities Guidelines Agreement groups using the facilities.

**BASIC GROUND RULES**

* 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.
* 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. This falls under the category of “only we are allowed to mess up our building!”
* Food and beverages are not permitted in the sanctuary. Use of the sanctuary must be approved by the Rector.
* Groups should return rooms to their original physical arrangement. Any furniture that is temporarily re-arranged must be returned to its original place.
* All lights shall be turned off when leaving the room. Thermostats must be returned to out-of-use settings (62 in Winter, 75 in Summer)
* Groups should observe proper parking etiquette and courtesy to neighboring properties.
* No decorations may be mounted to the walls or ceiling tiles or grid with the exception of being pinned to the bulletin boards. Bulletin boards must be restored to their original condition following use of the space. Return existing displays after the event – this includes pictures, posters, or plants.
* 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).
* Participation in programs is at your own risk.
* **Use of tobacco is prohibited inside church buildings.**
* All groups using the facilities will abide by the Episcopal Diocese of Missouri’s policy on alcohol (Beer and Wine may be served as long as alternative beverages are provided and alcohol is supervised in case children are in attendance).
* All groups using the facilities must sign a hold harmless agreement.

**DAMAGE OR LOSS**

Outside Groups and groups not affiliated with St. Paul’s will be asked to provide a $150 deposit check that will be held until after the event and will be returned uncashed, providing there are no additional, extraordinary cleaning costs or damages to church property. Groups will be asked to make compensation for damaged facilities or damaged/missing equipment in excess of the deposit.

**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 Rector.

**CHARGES FOR UNAFFILIATED GROUPS**

Group A: Members and unaffiliated groups which include one or more members of St Paul’s Episcopal Church may use the church without fee as long as group is smaller than 20. Over 25 people, please complete a building use agreement. Fee will be determined on a per-group basis. Suggested donation for smaller groups is $30

Group B: Unaffiliated and with no St Paul’s Episcopal Church member(s) - will pay $150 for the first hour and $50 each subsequent hour for the hall, kitchen and bathrooms. A $200 deposit plus first hour fee are required in advance.

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

Area church meetings and training events of religious and non-profit neighborhood organizations may use St. Paul’s 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 Rector will decide on the charges based on the scope of work needed. All fees are to be paid in advance.