

Space Use Policy of St. Paul's Episcopal Church
Winston-Salem, NC
February 2005

In accordance with the tit. III, Canon 14, § 1(c) of the Canons of the Episcopal Church, control of the use of the space on or in the buildings and grounds of St. Paul's Episcopal Church ("St. Paul's") shall be the province of the Rector. At St. Paul's, the Rector has delegated many of the day-to-day space use scheduling duties to the Director of Parish Administration ("Parish Administrator"), and the Rector and Parish Administrator may involve other staff with space use scheduling from time to time. The purpose of this policy is to clarify the procedures and principles to be followed by St. Paul's as to the use of its buildings and grounds consistent with the Mission Statement of the Parish.

Scheduling Priorities Generally

Although the Rector and Parish Administrator reserve the right to modify these procedures from time to time consistent with the needs of the Parish, the following priorities shall govern in the event of scheduling conflicts for use of space at St. Paul's: worship activities shall generally have priority over non-worship activities; officially sanctioned church-managed programs (i.e., those managed by St. Paul's program staff including without limitation Christian Education, Preschool, Music, Senior Adults and Youth) shall generally have priority over non-church managed programs; and programs involving recognized committees, circles, and lay study groups of St. Paul's shall generally have priority over activities by outside groups.

Scheduling of Worship Space

Requests for use of space designed primarily for worship activities should be made to the Rector through the Rector's Secretary.

Scheduling of Non-Worship Space

Requests for use of other space at St. Paul's should be made through the Parish Administrator or his designee.

Use of Program-Designated Space

Although St. Paul's had designated certain spaces within its facilities for the primary use of certain regular programs supervised by St. Paul's program staff (e.g., Preschool, Music, Youth, and Christian Education), all space within St. Paul's facilities should be viewed as being for the overall benefit of the Parish. Consequently, the Parish Administrator is directed to utilize regularly all space, including that primarily designated for Parish-sponsored programs, as needed for the benefit of all groups or persons using St. Paul's facilities, consistent with the scheduling priorities described above.

Specific Policies and Procedures Concerning St. Paul's Space

1. For the safety and security of St. Paul's staff, visitors, and buildings, all persons using St. Paul's facilities for purposes other than regularly established worship services shall enter and exit St. Paul's buildings through the west, main entrance of the church office

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building, unless directly authorized by the Rector or Parish Administrator to enter and exit in another manner for a specific service or activity.

2. St. Paul's does not rent space to groups.
3. No group using St. Paul's facilities may charge admission fees for events (although groups may charge a fee to reimburse the costs of food and beverages offered at an event).
4. All monetary offerings received at any event at St. Paul's shall be distributed or used only in accordance with the direction of the Rector and Vestry.
5. Groups should make any requests for use of St. Paul's space at least two (2) weeks prior to the event in question. St. Paul's reserves the right to require additional notice in the event that sexton, kitchen, security or other staff resources are required at or in preparation for an event.
6. St. Paul's does not permit use of its space for personal, private gatherings by non-parishioners (e.g. for private receptions and the like). Such use of St. Paul's space by parishioners shall occur only in the discretion of the Rector in accordance with this policy. Requests by parishioners for personal, private use of St. Paul's space (e.g., for wedding receptions) should be made to the Rector through the Rector's Secretary.
7. St. Paul's reserves the right to charge any group requesting use of St. Paul's space for costs associated with the use of sexton, kitchen staff, security or other staff resources in relation to an event.
8. All groups using space at St. Paul's should return such space to the condition that such group found the space before the event in question, absent advance permission to the contrary received from the Parish Administrator.
9. St. Paul's does not generally furnish nursery workers or babysitters for groups using its facilities, although from time to time the Director of Christian Education at St. Paul's may arrange for such services, in her discretion and depending on availability of workers. Requests for nursery supervision or babysitting services should be made directly to the Director of Christian Education at least two (2) weeks before the event in question. St. Paul's will typically charge any group using such services for the costs associated with payment of nursery workers or babysitters.
10. St. Paul's is committed to the safety and security of young people using its facilities. Because St. Paul's security staff at all times have broader responsibility for patrolling all of St. Paul's buildings and grounds, Program Staff and/or volunteers who supervise youth activities at St. Paul's shall be responsible for insuring that all youth, when awaiting car pools or pick-up, remain in the sidewalk area immediately adjacent to the main west entrance of the church office building, such youth being directly supervised by program

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staff or supervising volunteers at all times until they depart from St. Paul's grounds with an adult parent or guardian. Program Staff and/or volunteers who supervise youth activities at St. Paul's shall also be responsible for insuring orderly ingress and egress of youth from St. Paul's classrooms and meeting rooms (consistent with other services or activities requiring quiet surroundings that may be occurring simultaneously).

11. St. Paul's, in scheduling space for groups, reserves the right to leave time in its schedule for "buffer time" between events and to insure that events taking place in one area of St. Paul's facilities shall not interfere or disturb other events simultaneously occurring in other areas of St. Paul's facilities.
12. All groups and persons using St. Paul's facilities do so at their own risk.
13. All groups and persons using St. Paul's facilities shall abide by this policy and such other policies of St. Paul's (including without limitation its Smoking Policy, a copy of which is attached hereto) as may be adopted from time to time.