

A Guide to Use of Parish Facilities Grace Church, Yorktown

In the spirit of outreach, Grace Church is pleased to make our facilities available to parish members, local religious, civic and charitable groups, and private events on a limited basis. These guidelines are designed to answer some of the many questions that may arise as you plan your event and comply with the Diocesan Risk Management Program requirements.

- Beer, wine, or wine punch may be served if they are clearly identified and a non-alcoholic alternative is provided. An ABC Banquet license is required. Please go on-line to www.abc.virginia.gov to download the application. The fee is \$50. Please be sure post in a conspicuous place.
- All facilities are smoke-free.
- A key to the facility can be signed out in the office. We request that it be returned to the office within 24 hours following the event.
- All trash must be bagged in plastic and placed in the large waste container outside the parish hall.
- Tables, sinks and counters are to be left clean and clear.
- Floors and carpets must be free of spills and/or debris
- Use masking or painter's tape to fasten decorations or papers to walls.
- We prefer that furniture not be moved, but if necessary, please replace in original position before leaving.
- Check restrooms, leaving them clean and free of paper trash. (Additional restroom supplies can be found under the sink.)
- All dishware, glassware, and cooking utensils and small appliances must be cleaned and returned to their storage area after use.
- If church table linens are used, they must be returned within 48 hours, washed and pressed.
- **If you desire to use the sound equipment or kitchen appliances, it will be necessary to have a representative of the church familiarize you with the instructions prior to the event. An appointment should be made for this.**
- If you would like the sexton to set up tables and chairs in the parish hall, a diagram of the desired layout for the room is necessary.
- Please restrict use of the facilities to those assigned to your group.
- **Please be sure that all lights and appliances, and sound equipment are off and all doors and windows secured before leaving.**
- **Please report any malfunctions of equipment or other problems to the Sexton.**

NOTE: An agreement with the County of York requires that all people attending activities at Riverview use the Parish House parking lot and restrict any outside activities to the hours between 10:00 a.m. and 8:00 p.m.