

# St. Peter by-the-Lake Episcopal Church

## FACILITIES USE POLICIES & FORMS PACKAGE

Includes:

- Application for Use of Parish Facilities
- Worksheet for Assessing Facility-Use Fees
- Hold Harmless Agreement
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- Facility Use Policy – Non Parish (Policy and Regulations Regarding Use of Parish Facilities by Non Parish Groups)
- Kitchen Regulations - Non Parish groups
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## Application for Use of Parish Facilities

Name of Group: \_\_\_\_\_

Date of Application: \_\_\_\_\_

- ? Single Event: Description of Event \_\_\_\_\_
- ? Recurring use of specific rooms/areas for regularly scheduled programs
- ? Co-use of most/all Parish facilities (with terms to be determined)

Times Facilities Required: From \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.  
(Circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday  
Specific Date(s) Required: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

If there is a member of St. Peter by-the-Lake Episcopal Church who is also a member or associate of the applying group and who will accept responsibility for directing the proper use for the facilities, please note:

Parish Member: \_\_\_\_\_ Phone# \_\_\_\_\_

Is childcare at SPBTL requested during the event(s)?  Yes  No

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against St. Peter by the Lake Episcopal Church as a result of the use of Parish facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless St. Peter by the Lake Episcopal Church and its officers, agents, and employees from and against any and all cost of litigation arising out of or associated with the use of Parish property by the applicant group and its members, guest, employees, and agents pursuant to this application.

We have read and agree to comply with the "Policies and Regulations Regarding Use of Parish Facilities by Non-Parish Groups."\*

Printed Name and Signature of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

### For Office Use Only

Approved:  Yes  No Date of Approval: \_\_\_\_\_

Rooms/areas to be used: \_\_\_\_\_

Donations/Fees Paid \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

*Note: Copy to be given to applicant after approval. Original application to be retained in the Parish files.*

*\*The term "nonParish group" refers to any group not sponsored by or related to St. Peter by-the-Lake Episcopal Church.*

## Worksheet for Assessing Facility-Use Fees

- “*Single Event*” is one event a year.
- “*Recurring use*” is for specific rooms/areas more than once a year for regularly scheduled programs or activities.
- “*Co-use*” is for long-term, joint use of the facilities, equipment, and grounds between SPBTL and another approved group.

	<u>Single Event</u>	<u>Recurring Use</u>	<u>Co-Use</u>
? Sanctuary			
? Garden			
? Custodial Fee (required)	\$50	\$50	
? Kitchen			
? Nursery	\$30	\$30	
? Youth Room			
? Classroom 1			
? Classroom 2			
? Classroom 3			
? Fotinos Hall			
? Furr Hall			

**TOTAL**

_____	_____	_____
\$	\$	\$

*Signature of SPBTL Rental Overseer* \_\_\_\_\_

*Date* \_\_\_\_\_

## **Hold Harmless Agreement**

I/We, the undersigned, in consideration of being allowed to use the property and facilities of St. Peter by-the-Lake Episcopal Church in Denver, North Carolina, do agree to hold the said Parish, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed \_\_\_\_\_

\_\_\_\_\_

On behalf of (organization): \_\_\_\_\_

## Key-Deposit Policy

All Non-Parish groups or individuals who are issued a key for use of facilities at St. Peter by-the-Lake Episcopal Church are required to provide a key deposit. Deposits must be paid not less than two days before use of the facilities shall begin.

A deposit of \$10 per key must be made. When keys are returned, all deposits will be refunded.

Key(s) accepted by: \_\_\_\_\_  
(name and signature)

Date: \_\_\_\_\_

Signature of SPBTL Rental Overseer: \_\_\_\_\_

Number of keys issued (circle)    1    2    3    other \_\_\_\_\_

.....

Deposit refunded by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Facility Use Policy – Non-Parish Groups**

### Policy and Regulations Regarding Use of Parish Facilities by Non-Parish Groups

#### **POLICIES**

St. Peter by-the-Lake Episcopal Church recognizes that providing its physical facilities in support of other compatible Christian organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the Parish. The intent of this statement is to establish consistent requirements for Non-Parish group use of our Parish facilities.

All Non-Parish groups (any group not sponsored by or related to St. Peter by-the-Lake Episcopal Church) desiring to use Parish facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the Parish. Further, all key deposits, fees, etc., must be paid not less than two days before use of the facilities shall begin. An exception to this timeline is use of the facilities on a recurring or co-use basis, for which payment of fees is due on the 1<sup>st</sup> of each month. Payment of fees or donations for use of our facilities may be paid in cash or by check. If a check is used, it shall be made out to St. Peter by the Lake Episcopal Church. Renewal of permission to use stated Parish facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1<sup>st</sup>.

St. Peter by-the-Lake Episcopal Church reserves the right to accept or deny requests for use of Parish facilities and to cancel or modify established agreements in the Parish's best interest regarding property management, requirements for use of the facilities for Parish activities (which shall always have priority), and Parish relationships with governmental regulations.

Requests for use of the facilities and/or equipment are to be processed through the Parish office. Requests will be honored on a first-come, first-serve basis as recorded on the Parish calendar. Reservations will be held for seven (7) calendar days, at which time any fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered firm and may be superseded. Regularly scheduled activities of St. Peter by-the-Lake Episcopal Church have priority over all other requests.

#### **TERMS**

The terms "single event," "recurring use," and "co-use" are used throughout this policy package. "Single event" is defined as one event a year. "Recurring use" is defined as use of specific rooms/areas more than once a year for regularly scheduled programs or activities. "Co-use" is also referred to as "nesting." It is a long-term agreement, renewal every year, and is defined as joint use of the facilities, equipment, grounds, etc., between

SPBTL and another approved group. A separate agreement is required for co-use, in order to address details such as schedule confliction.

## **REGULATIONS**

1. All persons and groups desiring use of the Parish facilities and/or equipment for purposes that are not Parish related must sign an agreement with St. Peter by-the-Lake Episcopal Church. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.
2. The objectives of the using group and the activities conducted on Parish property must not be in conflict with the mission of this Parish.
3. Smoking will not be permitted inside any Parish building.
4. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. The sanctuary/fellowship halls may not be permanently decorated using any signs, symbols, etc., unless specifically approved by the proper committee at St. Peter by-the-Lake Episcopal Church. However, floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities.
5. Candles are not permitted unless for ceremonial use. If used, lit candles must be "drip less" and must not be placed on the piano or sound system. Lit candles must be placed on a plate or in a holder.
6. Building use hours are 6:30 a.m. to 10:00 p.m... Evening events will be concluded and the building closed by 10 p.m., unless special arrangements have been made.
7. User groups will be responsible for leaving the facilities in a condition that is comfortable for the next using group. For example, all furniture and equipment must be returned in its customary position, the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside commercial trash bin, etc.
8. The using group shall be held responsible for all loss or damage to Parish property during period when they are using the facilities.
9. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed without prior approval from the SPBTL Property Committee.
10. At no time shall equipment or facilities other than those covered by prior approval be used.

11. Permission to use Parish facilities or equipment shall not include liability on the part of the Parish for property damage or personal injuries resulting from user-group activities.
12. The communion table may not be used for any purpose other than its primary symbolic function.
13. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on Parish property must be under adult supervision.
14. Use of the sound system and piano/keyboard is permitted only under the supervision of person(s) authorized by the SPBTL Property Committee. If a group has a long-term agreement for use of the Parish facilities, arrangements may be made for training select individuals. Only after proper training and certification by letter will select individuals be authorized to operate the sound system and piano/keyboard.
15. At the inception of the use of facilities, a key deposit of \$10 will be paid per key. When a group terminates use of the facilities and all keys are returned, all deposits paid for keys will be returned. If the user group fails to return keys, the deposit shall be kept and transferred into the Parish general funds.
16. User groups with a long-term, co-use agreement will be shown on how to properly open, close, and secure the facilities.

## **FEES**

Event Fees: (Waived for non-profit)

Profit Fee:       \$50.00   Rental charge

Deposit:         \$50.00   Damage/Cleaning, refundable if parish halls (and Kitchen, if applicable) are properly cleaned and there is no damage to the premises or equipment.

Custodial Fee:  \$50.00   If the Parish provides someone to clean the premises after the event.

Coffee Only:     \$20.00 + \$0.70pp  
                             Fee covers use of Parish Hall, Tables and chairs, dishwasher, electricity, coffee, tea, condiments, china cups/saucers, silverware



## **KITCHEN REGULATIONS Non-Parish groups**

1. The Rector must approve any event and the event must be scheduled by the office staff. The Rector will have the Parish Administrator mail a copy of the regulations pertaining to the uses of the Parish Hall and Kitchen to the event coordinator. Damage Deposit is payable upon picking up keys.
2. Event Coordinator must meet with a Parish representative prior to the event to be oriented to the proper use of the kitchen equipment and to pick up a key.
3. The Parish does not supply linens.
4. Those in charge of the event are responsible for set up of tables and chairs as well as taking them down and returning them to the proper location after the event.
5. All food to be stored in the refrigerator/freezer prior to the event must be properly labeled with name and phone number and date of the event. All leftover food must be removed from the premises after the event.
6. Clean Up
  - All cooking utensils, dishes and glassware must be washed and returned to the appropriate storage location. All locations are clearly marked.
  - Stove, griddle, ovens, sinks and tables must be cleaned after use.
  - All garbage (preparation and overage) must be removed from the premises. The **Disposal is not for the use of Non-Parish Events**. Under no circumstances is grease to be put down the drains. Garbage is not to be put in the Parish's garbage cans.
  - All floors must be swept.
  - No kitchen equipment is to be removed from the kitchen.
  - All tables and chairs must be returned to original location.
7. Before You Leave, please complete the checklist attached.

## **KITCHEN/PARISH HALL(S) CHECK LIST**

**To assist you in your final clean up, we are providing this checklist. Please check each item completed, sign at the bottom and leave in the mailbox on the Parish Administrator's office door.**

- ? All leftover food, etc., has been removed from the refrigerator/freezer.
- ? All dishes, pots, pans, and silverware have been washed and put away.
- ? All appliances have been cleaned and turned off properly with the exception of the kitchen coffee maker.
- ? Coffee warmers in the Parish Hall(s) have been cleaned and turned off.
- ? All counters have been cleaned and left clear.
- ? Sinks have been cleaned out.
- ? Floors have been swept and mopped (if necessary).
- ? Garbage has been removed from the premises and has not been left in Parish garbage cans.
- ? All tables and chairs have been returned to their original location.
- ? Lights have been turned off.
- ? All doors checked and locked.
- ? The Parish keys have been returned. (You may leave these in the mailbox for the Parish Administrator).

DATE: \_\_\_\_\_

GROUP: \_\_\_\_\_

COORDINATOR SIGNATURE: \_\_\_\_\_