**St. John the Evangelist Episcopal Church**

**Policy on**

**FACILITY USE**

**Contact: Office Administrator**

1. Priorities for Space Use
   1. Parish Committees/groups
   2. Parish members with permission from a Warden or Rector
   3. Other Episcopal groups
   4. Other faith communities or other Community events or groups
   5. Individuals or groups receiving remuneration from others while using any space must be approved by the Rector, a warden, and the office and parish administrators before being placed on the parish calendar. A fee will be charged that individual or group as outlined in the Facility Use fee schedule.
   6. Proposed uses of space shall be consistent with the church's mission and the good stewardship of its facilities.
2. Requests for Specific Space
   1. All additions/deletions on the church calendar are made only by the Office Administrator in consultation with the appropriate staff or vestry person.
   2. Groups meeting on a regular basis have priority for use of their assigned space with the understanding that the church will provide an alternate location for their regular meeting if it schedules a special event requiring the use of their regularly assigned space.
   3. Groups or activities meeting occasionally throughout the year (TEC, Huge Sale, etc.) and properly scheduled on the church calendar have priority over other requests made later for use of the same space.
   4. Conflicts in facility use requests will be resolved by the Rector or in the Rector’s absence, a Warden.
   5. All groups that are not parish groups must sign a Facility Use Agreement.
   6. Sacramental services are put on the calendar only by the Rector or Associate Rector. (Refer to Funeral and Wedding Policies.)
   7. The Sanctuary is not available, except for worship services or other appropriate occasions with the specific approval of the Rector, or in the Rector’s absence, from a Warden.
   8. Access to the Sacristy is available only to the St. John’s Altar Guild, St. John’s clergy, or other clergy approved by the Rector, or in the Rector’s absence, by a Warden.
   9. Staff offices are not available without specific permission from the staff member whose office it is.
   10. The Music Room, Green Room, Godly Play class rooms and nursery are available with specific consent of the Rector and the staff member normally supervising these areas.

K. The Main Kitchen off the gym is available when staff member or a specifically designated person is present to oversee its use.

* + 1. A St. John’s staff member may give instruction and direction to a person using the kitchen, thus naming that person as the designated responsible user.
    2. Use of the kitchen does not automatically include the services of the sexton or supervising parishioner. A fee will be charged for these services.

L. The serving room off the main kitchen may be available if its use doesn’t interfere with any previously scheduled use of the gym or kitchen itself.

* 1. The Green Room and its lobby are available for no more than 10 people at one time.

N. The Crow’s Nest is not available for meeting or any other use.

O. Fees and other charges for use of any space in the facility are listed in the Facility Use Fees Policy.

P. Safe Church training may be required.

III. Use by Parish Groups

* 1. Special requests for set up, materials, coffee, etc. must be made when the event is placed on the parish calendar
  2. The services of the sexton, either before or after the event, may be requested at the discretion of the Rector or a Warden.
  3. The rooms are to be picked up, lights and coffee turned off when the event is finished.
  4. The outside doors should be locked when the event concludes after office hours. The staff member, a designated Vestry member or the person delegated by a staff member to oversee the event is responsible for locking the outside doors when leaving the building after office hours.

IV. Use by Outside Groups

1. Groups from outside the parish must have a signed and approved Facility Use agreement for use of any space in the building, and before being placed on the church calendar.

B. After the approval is given for placing the event on the calendar, the following must be obtained and filed in the parish office:

* + 1. Evidence of a minimum of $300,000 liability insurance naming Saint John’s as an additional insured, or a hold harmless agreement is provided, with the authorization of the Rector or a Warden
    2. A signed facility use agreement
    3. Any fees involved to be paid when the signed agreement is submitted.

IV. Guidelines for Interior Space Use[[1]](#footnote-1)

A. Smoke Free Facility – No smoking is allowed anywhere in the building or within 20 feet of any entrance to the building.

B. Candles are not allowed in the 1895-1903 church building with the exception of thoseapproved by the Rector and Altar Guild.

C. Candles used in the 1956 parish house addition must be at least 2 inches in diameter and placed on a fire-proof plate or be in fire-proof containers. Any other traditional candle holders or candelabra must use a properly fitted bobeche.

D. Notices, signs, posters, pictures must be used only on bulletin boards and approved by the Office Administrator or clergy before being put up. No tape, glue, other adhesive or tacks/nails may be used on any painted surface or wood molding or trim.

E. Food and/or drink are allowed in the gym, serving room of the main kitchen, Fireside Room, undercroft Gathering Space, Library, Meditation Room, Nursery and Green Room only.

a. Food and/or drink are not allowed in the Sanctuary, except following a worship service as authorized by the celebrant.

b. Alcohol is permitted in accordance with the St John’s Policy on Alcohol Use .

G. Fees – A fee schedule for each four-hour period of use for the Fireside Room, Gym, Gym and kitchen, Gathering Space, and undercroft meeting rooms is on file in the Parish Office.

H. Equipment

a. Requests from parishioners must be approved by a Warden or the Rector and the items borrowed must be signed out through the Office Administrator.

b. St. John’s does not lend out or rent any of its equipment, supplies or furniture to non-parish groups

c. Users are expected to follow the posted instructions for use of equipment in the various rooms.

I. Internet Access

St John’s does not provide, or guarantee the security of, any internet access at the Church.

Adopted by the Vestry in 2013.

Attachments: Facility Use Fees Policy

Facility Use Agreement

Security Policy

1. What are the guidelines for outdoor space use (the Celebration Garden, the parking lot?) [↑](#footnote-ref-1)