**ST. MARK’S EPISCOPAL CHURCH**

**BUILDING USE POLICY**

**CHURCH AND COMMUNITY GROUPS**

St. Mark’s is most happy to have your organization/group share God’s House with us. Our facilities are primarily for church related or church initiated meetings or events. However, we welcome the opportunity to share our facilities with other groups when circumstances permit and it is otherwise appropriate.

All decisions relating to the use of church property are vested in the Rector and Vestry. The Rector and Vestry must approve any exception, or waiver, to the policies stated herein. This means that the Rector and Vestry will consider all requests on an individual basis, and will have the final decision. In this document, “Church Members” are defined as people on our church registry who have made a financial pledge or who have regularly given to St. Mark’s in the preceding or current calendar year, and are given priority in the use of church facilities over non-members. So that all church members and outside groups can enjoy our facility, all parties must comply with the following policies:

1. **SCHEDULING/ACCESS & EMERGENCIES**
	1. Liturgical events and similar spiritual matters (such as funerals) take precedence over rental agreements. Persons using the building will be notified of any such conflicts as soon as reasonably possible.
	2. Meetings or activities must be scheduled at least two weeks in advance and marked on the church calendar, through the church office. The Rector will determine if a “Building Use” agreement is appropriate. If so, this agreement will be provided and must be submitted two weeks prior to the event. The person who signs the Building Use Agreement for any group is responsible for compliance with these policies.
	3. On the day of the event, the church office will coordinate facility access by either a lockbox code or a key.
	4. In case of emergency, call Kirk Bletzacker @ 330-452-2440 or 330-705-9970. If you cannot reach him then call Rev. Dustin Berg @ 612-414-0673.
2. **PROCEDURES**
	1. An executed Building Use Agreement (Appendix A) is required for (a) all groups who use the facility on a weekly or bi-weekly basis and (b) for all uses by individuals, whether they are a church member or non-member. The person signing the agreement is personally responsible for these policies and any damage. This person is later designated in this agreement as the “responsible person”.
	2. Every group, other than church groups, that uses St. Mark’s facilities must provide written proof of general liability insurance policy. This must be presented with and/or attached to the signed Building Use Agreement.
3. **CHURCH PROPERTY**
	1. Church property will not be loaned, borrowed, or removed from the church premises, with the exception of the following items and then only if approved by the Rector:
		1. White plastic folding tables and brown folding chairs may be borrowed by church members.
		2. Tables and chairs must be returned within 24 hours.
		3. The borrowing of any tables and chairs must be coordinated through the church office.
	2. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the policies herein. Requests for such property must be coordinated with the church office one week prior to meeting date.
	3. Groups are not permitted to use any of the church’s electronic equipment, unless written permission is given by the Rector, at least one week in advance.
4. **SMOKING/ILLEGAL SUBSTANCES/FIREARMS/ALCOHOL**
	1. All activities must be appropriately supervised. Smoking and/or the use of any illegal substances are strictly prohibited in the church facilities, on the church grounds, or in the parking lot. Firearms are not permitted on church property except for those in the possession of proper law enforcement officers in the performance of their duties.
	2. Alcohol or any alcoholic beverage may not be consumed or served by anyone on Church property, without the written permission of the Rector.
5. **FACILITY CARE**
	1. All facilities used by any group must be left clean and orderly and church furniture and property must be returned to its designated place.
	2. All groups are asked to clean up, check the bathrooms, check for running water, turn off the lights and lock all doors after every event.
	3. Any group that does not adhere to the facility care rules or if there should be damage to any church property or if extensive janitorial work is needed, then the church will invoice the person responsible for this group and suspend any future rental dates until the invoice for damages and cleaning has been paid.
	4. In the event that an accident occurs and church property is damaged in any way, it is the responsible person’s responsibility to notify the emergency contact, listed above, immediately on the same day that eh building is used.
6. **CLEAN-UP REQUIREMENTS**
	1. The kitchen must be left clean and orderly after use (i.e., counters and appliances cleaned, dishes washed, and the floors cleaned).
	2. Recyclables should be separated and put in the recycle bin, garbage and trash should be bagged and carried to the dumpster, and new trash liners should be put in all trash cans.
	3. All tables and chairs must be returned to their previous location.
7. **CHURCH AND SANCTUARY**
	1. In general, the Church and Sanctuary are not available for use unless approved by the Rector, or his designee. If permission to use the Church and Sanctuary is obtained, the following guidelines apply:
		1. The Sanctuary of the church is a holy place, consecrated to the worship of Almighty God. Therefore, the Church and Sanctuary must be respected at all times and for all uses.
		2. Nothing in the Sanctuary may be moved from its location without permission from the Rector.
		3. Neither food nor drinks are allowed in the Sanctuary.
		4. The altar table is never to be used as an ordinary table. Nothing may be placed upon it or removed from it.
	2. All activities must be confined to the requested church room, entrances, hallways, and restrooms. The responsible person is required to ensure that all other participants stay confined to these areas and do not wander into other areas of the church.
	3. The organ and/or the piano may only be used or played with the written approval of both the Rector and the Music Director.
8. **FEES**
	1. Non-Members:
		1. Up to four (4) hours - $100.00; Entire day - $150.00
		2. Kitchen is not to be used.
		3. If desired, we can provide kitchen/food services, at an additional charge.
	2. Members: Fees waived; Donations appreciated.
	3. Non-Profit Groups: No charge; However, donations are appreciated.
	4. Any exceptions are at the Rector and Vestry’s discretion.
9. **VIOLATIONS OF THIS POLICY**
	1. Any group found to be in violation of any of these policies will be notified in writing within seven (7) days of the date that the violation occurred. This letter will state the violation and any costs incurred. Any future scheduled uses of the facility will be cancelled until the violations have been fully resolved, including but not limited to payment for services required.
	2. The group will have fourteen (14) days to address the violations in writing to the person stated within the letter as the contact.
	3. If a dispute still remains, then a meeting will be called with the Rector, Administrative Vestry member liaison, the Building & Grounds Committee Chairperson, and the group’s responsible person.
	4. If an agreement cannot be reached, then all future scheduled building use events will be cancelled indefinitely and no future use requests will be approved.

**ST. MARK’S EPISCOPAL CHURCH**

**Building Use Agreement**

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

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

Printed Name of Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Company & General Liability Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Current certificate must be attached)

Day Time Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) and Time(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities Required: Sanctuary Undercroft (Basement) Family Room Library

 Classrooms Pavilion Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One-Time Use: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

Periodic Use: Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

Other Church Property Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Set-Up Required: Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

Key(s) signed out: Yes \_\_\_\_\_\_ No \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_

Fees Paid: Yes \_\_\_\_\_\_ No \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_