

# **St. Mark's Episcopal Church**

## **Facility Use Policy**

Prepared by the Property Committee  
Approved: 2007

## **Property Use:**

The facilities of St. Mark's Church exist to serve the mission and ministry of our congregation. St. Mark's Worship Activities and Church Ministry Group events shall have first priority for the use of the property (facilities and equipment) owned by the Church. This facility is, first and foremost, a house of worship and a tool for our various ministry groups. Worship and Church Ministry Group activities include:

- Religious Services
- Church Committee, guild or ECW meetings
- Diocesan meetings or conventions
- Vigils, dinners (such as Seder celebration), etc.
- Bazaar, rummage sales
- Outdoor picnics, barbeques, dances, etc.
- Wedding or Funeral receptions hosted by one of our church organizations

Additional Uses of the property will be considered on a case-by-case basis. These uses are categorized under two categories; those uses fall within the context of the Mission of St. Mark's and those uses that are of benefit to the community as a whole but not directly related to the Church's mission. Some of those types of uses would be:

- Nonprofit Organizations with a 501c(3) Designation
- Co-sponsored Events
- Alcoholics Anonymous

## **In General:**

No uses of the facility will be granted for purposes of commercial or personal gain.

No uses of the facility will be granted which involve the consumption of alcohol on the premises (consumption of wine for church services excluded)

No smoking interior to any building with-in the facility will be allowed. Smoking allowed only in exterior spaces specifically designated as such and areas consistent with current local and state codes.

All uses must be of lawful nature and in adherence to all applicable codes and ordinances

Any required permit associated with the requested use shall be the sole responsibility of the person/group/organization requesting the use. A copy of all such permit(s) shall be forwarded to the Church Office before said use.

The use of the Church Sanctuary and Church Offices shall not be utilized for non-church activities unless specifically approved by the Rector and/or Vestry.

Those uses being requested which fall under the categories above generally described as “*Additional Uses*”, the following shall accompany the facility use request form:

- 1.) Acknowledgment that the facilities have been inspected by the requesting person/group/organization and that the facility is deemed adequate for the intended use with regard to any and all safety, health, and code regulations/guidelines.
- 2.) Description of requested use detailing areas being requested to be utilized, the number of persons that will be involved in the use and a statement of the qualifying use (i.e. fits with-in the context of the Mission of St. Mark’s or is of benefit to the community as a whole, etc.).
- 3.) Proof of liability insurance with a minimum of \$1,000,000 coverage [Note- in addition to the Proof of Liability insurance, a certificate of insurance naming St. Mark’s Episcopal Church and its directors/agents as additionally insured may also be required].
- 4.) Any request for use of the Kitchen facility shall include a Kitchen Use plan detailing compliance with all health code guidelines. [Note – the use of the kitchen will not be granted for uses which involve the “frying” of food – NO food frying on the premises is allowed]

## Facility Use Request Processing Procedure

1. All requests are made through the church office. Property request for use forms are available at the church office.
2. The requester is to return the completed form and all associated items as outlined in the use policy to the church office.
3. Church Staff (Operations Manager and/or Rector) will review the request to screen it for resource availability on the date(s) requested and for general eligibility of the requested event.
4. If the request meets all requirements for eligibility and the date(s) is (are) open, the request will be approved and placed on the event calendar.
5. The requester will then be notified and given a signed "NOTICE TO PERSONS OR ORGANIZATIONS USING THE PREMISES OF ST. MARK'S EPISCOPAL CHURCH" form.
6. The requester will be required to execute a "PREMISES USE AGREEMENT FOR ST. MARK'S EPISCOPAL CHURCH".
7. If the request is denied by Church Staff, the requester will be notified. Should the requester wish to appeal *Staff's* denial of the request, it will be forwarded to *Vestry* through the *Property Committee*. [note – the *Property Committee* shall review the request and all pertinent information and provide *Vestry* with summary recommendation for consideration].
8. Prior to the scheduled event, a church staff representative will review the operation of equipment and/or system(s) with the requester, as required.
9. Arrangements will be made through the church office for unlocking the doors prior to the event.

## Checklist - Event Conclusion

- Turn off all equipment and return it to its proper storage location.
- Return all tables and chairs to their original configuration.
- Sweep floor, if necessary.
- Empty trash cans into the dumpster in the north parking lot.
- Turn off all lights.
- Lock, and verify locked, **all** exterior doors and gates when leaving.
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