

Christ Church

An Episcopal Parish in the Diocese of East Carolina

**Christ Episcopal Church
Facilities Usage Policy
For monthly and recurring meetings
*Adopted by the Vestry October 21, 2019***

Our Vision: To be a church that loves the way God loves.

Our Mission: The mission of Christ Episcopal Church is to welcome and inspire all people to faith, hope and spiritual growth through worship, Christian fellowship and service to one another and to the community beyond.

I. Purpose – the physical plant of Christ Episcopal Church is a valuable asset to be used for furthering God’s plan and purpose, as defined in our mission statement. Usage of these facilities is routinely scheduled to meet the needs of the various organized ministries.

We open our facilities to other groups and for programs that may supplement the ministries of the church. We also make our facilities available for community activities. We do so to provide a service to the community, and to encourage people to view Christ Episcopal Church as a place where people care.

Long-term usage is reviewed regularly in light of the needs of church ministries. While every effort will be made to ensure that outside usage will not conflict with the organized programs of Christ Church, such conflicts may not always be preventable. We ask ministry leaders to respond to our guests graciously, and where conflicts do occur, adjust their plans appropriately to accommodate others.

Single time use of the Harrison Center is governed by a separate policy and usage agreement.

The Director of Church Life is responsible for approving building usage under the terms of this Facilities Usage Policy. All comments and questions should be directed to Ellie Roberts, Director of Church Life through email or by phone; ellieroberts@christchurchnewbern.com or the church office at 252-633-2109.

II. Policies - The following policies apply to the use of Christ Episcopal Church facilities:

1. The primary purpose of the church facilities is for the organized ministries of the church.
2. Programs held at Christ Episcopal Church are to be consistent with the values of the church. The Director of Church Life has discretion over the appropriateness of content for such programs.
3. All weddings are scheduled directly through the clergy. Questions about wedding plans and decorum will be handled directly by the Rector.
4. Funerals or memorial services follow the same policy as listed above for weddings.
5. It is preferable to allow usage by groups which serve our local community for the purpose of building connections. Approval for use of church facilities by outside groups will be granted to non-profit groups which are service oriented. Political, and activist groups will not be granted permission to use church facilities even if non-profit. Private clubs, professional groups, for-profit or other organizations which are commercial in

- nature may be granted permission to use church facilities with approval in advance at the discretion of the Director of Church Life. All outside groups which use church facilities must designate a responsible representative.
6. Event spaces will be reserved on a first-come first-serve basis in accordance with the priorities established herein. Church programs take precedence in every case. There may be occasions when an activity will need to be relocated to a different room or rescheduled because of a previously unscheduled worship service, e.g., memorial or funeral service. Use of church facilities is assigned priority in the following order:
 - a. Activities which are related to Christ Church.
 - b. Activities of groups which are part of the parish or diocese
 - c. Activities of outside groups which include a member or members of the congregation.
 - d. Activities of outside groups which have no relation to the parish.
 7. Users of Christ Episcopal Church facilities are to respect our faith. Groups separate from the church which use our facilities should not obstruct or remove from sight any material that expresses our mission or beliefs.

GUIDELINES FOR USE OF CHURCH BUILDING FACILITIES

- Requests by outside groups for use of any and all facilities of Christ Church must be made in writing, using a *Facility Use Request Form*.
- Request form is to be submitted to the Director of Church Life no later than four (4) weeks prior to your event.
- Acceptance of a request form by Christ Episcopal Church does not constitute approval; every effort is made to evaluate the application promptly, and to determine whether an activity is approved or denied.
- **NOTE: Use of the church van is governed by a separate policy. For liability insurance reasons, van usage is not permitted by groups outside the congregation.**
- Date and time of all facility use must be scheduled with the Director of Church Life for placement on the church calendar. Facilities may be reserved up to a year in advance for church related purposes. Outside groups may reserve space up to a year in advance with a tentative status; at 6 months out, event will be locked in if there are no conflicting parish events (which will take precedence). In the event of a conflict, Christ Episcopal Church reserves the right to cancel, postpone or move any function if it is anticipated that it will interfere with worship service or any special functions.
- Smoking is strictly prohibited in church buildings. Smoking on the premises is only permitted at the designated smoking area. All cigarette butts must be disposed of properly in the receptacle.
- Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on church property.
- Children shall be under adult supervision at all times within the approved area of use.
- Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- Members of the using group will not go into areas of the building other than those which this agreement covers. Use of the closest toilet facilities is permitted.
- Groups using any area will be responsible for leaving it clean and in the same condition in which it was found.
- No loitering in the parking areas or grounds before or after an event will be permitted. The premises must be vacated promptly at the conclusion of an event.
- All events must conclude by 10:00 p.m. due to neighboring residential properties.

- When finished with your event check that the door is locked when you leave.
- Any policies that are not followed will result in forfeiture of future use.
- If you wish to have the thermostat(s) adjusted during regular church business hours, please let the office know and we will be happy to make the adjustments for you. If your event is after hours, please make arrangements during the day to have the thermostat set before your arrival.
- Moving of any existing furniture must be pre-approved by the Director of Church Life. All equipment and furnishings that are moved must be returned to their proper places following use of space.
- The kitchen is used for food service for church and church-sponsored meetings and events. It is not available for use by outside groups without prior permission. Any exceptions will be determined by the Director of Church Life; however, kitchen use will be authorized only for those events where a Christ Episcopal Church trained kitchen volunteer will be on-site, subject to availability. Any such groups will strictly follow the kitchen guidelines set by the church.
- Displays and indoor decorations should be limited to those that are free standing or can be placed on tables or bulletin boards. **No hanging, taping, stapling, tacking, or gluing of any materials on the interior or exterior walls of the buildings will be permitted.** For wedding events, no rice, birdseed, glitter, confetti, liquid string, flower petals, etc, or other objects may be used and/or thrown in or on the premises.
- Audio Visual equipment use will be permitted only for those events where a Christ Episcopal Church authorized user will be present (subject to availability) or there is an authorized group representative that has undergone church sponsored training on how to use the equipment.
- Any damage to facilities, furnishings, grounds or equipment will be repaired at the expense of the using organization/person. Such expenses will be billed to the responsible party of the group.
- Accidents affecting persons or property must be reported immediately to the church office.
- Parking for all events will be permitted in the designated areas. There is a lot behind the church located on Craven St. Security is not provided for our lots, nor is Christ Episcopal Church responsible for any losses/damage that may occur from any vehicle parked on church grounds.

FACILITY USE REQUEST FORM

ACTIVITY INFORMATION

Activity: _____

Date(s): (mm/dd/yy) _____ Number of People Expected: _____

Time(s) of Event: Time(s) access required for setup and breakdown: _____

Category of Organization (select one): _____

- _____ Church function _____ Chartered group function (Scout Troop /Venture Crew)
_____ Non-profit organization with church sponsor _____ Church member private function
_____ Non-affiliated, outside the church, for-profit group with church sponsor

Rooms(s) Requested: _____

- Church Building - Parish House PH Kitchen Nave/Sanctuary Library Pelletier Room
 Chapel
Education Wing - First Floor Classroom1 Classroom 2
Second Floor 2nd Floor Living Room Bride's Room Youth Center
Harrison Center - Meeting Room Kitchen Other (Please Specify): _____

Equipment Requested: NOTE: Please write number needed beside each item checked.

- Round Tables #: _____ Rectangular Tables #: _____: Chairs #: _____
 Audio Visual Equipment (specify): Microphone (25.00*) View Board (\$50.00*)

If Kitchen Use is Requested Please Specify Needs:

- Serving counter only refrigeration stove & oven dishwasher ice machine
 warming ovens Place settings Linen (50.00*)

GROUP INFORMATION

Group/Person Making Request: _____

Responsible Party: _____

Address: _____

Phone: _____

Contact Person for Group (If Other Than Responsible Party): _____

Address: _____

Phone: _____

- I have access to the building(s) I will need access to the building(s)

The Responsible Party is the person, organization or entity who is responsible for the actions and conduct of the Group and any damages or liability resulting from or arising out of the Group's use of the facilities.

AGREEMENT

I have read the conditions outlined on the *Guidelines for Use of Facility* form and agree to abide by same, and to make every effort to ensure that our guests do likewise, if we are permitted the use of these facilities.

Signature of Responsible Party _____

Date _____

USE OF FACILITIES, HOLD HARMLESS & INDEMNIFICATION AGREEMENT

_____, hereinafter referred to as user Responsible Party, acknowledges receipt of and agrees to the attached Facility Use Policies & Guidelines. Responsible Party agrees to be responsible for the proper care of Christ Episcopal Church facilities, and agrees to pay any damages caused by, or as a result of its use of the facilities. Responsible Party further agrees that it will indemnify and exonerate and hold Christ Episcopal Church harmless from any and all liability, and from all claims for damage, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of the user, or any other person, occasioned by, or resulting from the use of the facilities by the user. Responsible Party shall report any and all damage to the church office promptly.

User: _____

Responsible Party: _____

Signature: _____ Date: _____

Printed Name: _____

Title (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Work Phone #: _____

KEY/CARD AGREEMENT

Receipt of keys carries implied responsibility. Should there be any vandalism, theft, or illegal use of premises, the bearer of a key to the facility may be suspect to such activity. Following is a list of rules which must be followed:

1. Lock all doors at the end of the function/meeting period which were found locked at the beginning of the function/meeting period, if applicable.
2. This key/card must not be loaned to anyone, under any circumstances.
3. This key/card must not be duplicated, altered, or physically damaged. Please do not deface the card in any fashion or place any identifying information on this card.
4. Temporary Keys must be returned immediately upon function/meeting completion, if the termination time is during church business hours. If after business hours, the key must be returned the following business day.
5. By possession of this key/card, the carrier agrees to be responsible for the security of the identified facility.
6. All keys/cards are property of Christ Episcopal Church. Keys/cards must be returned upon the conclusion of your official business on the premises.
7. Failure to lock areas at the end of the day could result in the loss of key/card privileges. Loss of a key may necessitate re-keying of an entire building and can be costly. This cost will be charged to the group/individual who has signed for the key.

I have read the above regulations and agree to all stated conditions. Responsible Party further agrees that Responsible Party will indemnify and exonerate and hold Christ Episcopal Church harmless from any and all liability, and from all claims for damage, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of the user, or any other person, occasioned by, or resulting from the use of the facilities Key Card by the user.

Representative Signature

Date

Printed Name Group Association & Use Dates and Times

Address

(____) _____
Phone Number

(____) _____
Alternate Phone Number

Christ Church Representative

Assigned Key/Card #