
ST. STEPHEN'S EPISCOPAL CHURCH
BUILDING USE POLICY

1. All uses of the building and grounds, whether by church ministry teams or by outside groups, must be scheduled in advance on the official parish calendars in the Parish Office. Any changes to meeting times or dates must be cleared by the Parish Office.
2. All uses of the building and grounds for any purposes other than the mission and ministry of the Church must complete the application process in advance.
3. As part of the application process, outside persons and groups must procure their own liability coverage and present a certificate thereof to the parish.
4. Pursuant to the Canons of the Episcopal Church, building usage is subject to the approval of the Rector.
5. Arrangements are made for a specific timeframe. Users shall not have exclusive rights or privileges to a given space, except by explicit written arrangement.
6. Arrangements are made for a specific purpose. Users entering into an agreement to use the facilities for one purpose, may not use the facilities for another purpose without prior arrangement with the Parish Office. Note that the request to use the facilities for another purpose or event may require a separate application process.
7. Arrangements are made for a specific room (or rooms) in the building. Groups must not use any other parts of the building—except for restrooms and the hallways to/from the assigned place—during the course of their time.
8. Setup and cleanup for a space when used by non-ministry groups must take place during a single block of time, coinciding with the event and scheduled on the parish calendars as such. Setup may not take place on the day or evening before.
9. No usage by outside groups shall impede the mission and ministry of the Parish. Consequently, under no circumstances shall any non-ministry groups or events use the facilities on a Sunday before 1pm.
10. Nothing is to be affixed to the floors, walls, doors, or windows with tape, pins, staples, or nails without express written permission from the Parish Office. Under no circumstances will anything be attached to the tree mural on the stage in Fay Hall.
11. No outside groups shall have make use of the Parish Offices, Sunday School rooms, Nursery, Nave, Sanctuary, Choir Loft, Chapel, or organ.
12. The usual cost-of-space reimbursement for using a church space may be waived on a case-by-case basis when the usage involves active, pledging parishioners hosting a private function that does not charge admission or membership fees. Usage fees may also be waived on a case-by-case basis for nonprofit organizations hosting meetings or functions that do not charge admission or membership fees.
13. In addition to other usage fees, outside groups shall bear the cost of having a parish sexton on hand during the event.
14. Any keys distributed to persons or groups using the facilities may not be lent or shared with other persons, neither are they to be duplicated under any circumstances. All keys must be returned promptly when the persons or groups cease to use the facilities. A \$25 fee will charged for each lost key.
15. For safety reasons, all children and minors are to be supervised by adults at all times during events on the premises.
16. For any outside persons or groups using the facilities on a regular basis for work with any minors under the age of 18, the persons or groups involved are to assume responsibility for the regular background and CORI checks of adult staff/leaders and for regular training of adult staff/leaders in abuse and misconduct prevention and awareness.
17. No alcohol, tobacco, recreational drugs, firearms, or pornographic material is permitted on the premises.