

## **St. George's Episcopal Church Building Use Policy**

“We rejoice in serving others through the Grace of God in Christ”

One of the key words of our Mission Statement - “Serve” - provides the path through which the clergy, Vestry, and parishioners of St. George's Episcopal Church (the church) proactively support the use of its facilities so that it may be beneficial not only to the life of the church, but also to the benefit of the communities it serves. This policy applies to both parishioners and to any individuals or groups that wish to use any part of the church for a desired function. It includes provisions and fees specific to spaces requiring special care. (**see attached fee schedule**).

### **General Requirements and Restrictions**

1. A request for the specific use of church space for a special event (not normally scheduled and/or non-church related) requires the submission of a “Request for Space” form to the church office.
2. The “Request for Space” form must be submitted to the Operations and Finance Administrator 4 weeks prior to the event. A security deposit of \$150 is required with each request.
3. The facilities must be cleaned and vacated by 10:00 PM. Cleaning is to be done by the organizers of the event. The church Sexton or designee must approve the “final” cleaning following the event in order for return of the security deposit.
4. Any income producing event (either church or non-church function) must be approved by both the Rector and the Vestry.
5. Event organizers are responsible for turning off lights and locking all doors after the event.
6. Usage requiring more than normal church setup and maintenance is the responsibility of the requesting parties. Such maintenance procedures involved in setup, teardown or event preparation must be approved by Operations and Finance Administrator.
7. Non-church organizations using the facility must provide proof of insurance naming St. George's as additional insured. (This would be for groups that are using the facility that are charging a fee).

### **Decorations and Setup**

1. All decorations and/or setups should be completed during the hours that the church is open – normally Monday through Friday from 9:30 AM – 4:00 PM. Other days and times must be coordinated with the Operations and Finance Administrator.
2. No pins, tacks or nails may be used to attach decorations to tables, carpets, or other

surfaces. In addition, no items may be taped to walls. Existing bulletin boards may be used (covered if necessary) to display items associated with the event. Event organizers must remove all display items and coverings after the event concludes.

3. No decorations may be attached to any permanent fixtures (light fixtures, speakers or speaker wires, etc.) in any parts of the building.
4. No wet or damp decorations are permitted. Examples: potted plants, flower arrangements or anything with liquid in it must have a plate or tray under the arrangement.
5. After the event, the space used must be restored for normal use. Decorations or setup for a reception, meeting, program or other event must be cleaned up immediately after the event. The clean-up will be supervised and approved by the church Sexton or designee before the event organizers vacate the church. Failure to satisfactorily clean the used church space will result in forfeiture of the security deposit.

### **Provisions for Specific Spaces**

#### **Narthex**

1. No items may be hung from the chandelier.
2. Furniture in the Narthex can not be moved without the approval of the Rector or Operations and Finance Administrator.

#### **Nave, Altar and Kitchen Areas**

1. Furniture and furnishings (Altar and Altar rails, choir chairs, Nave chairs, etc.) may not be moved without the approval of the Rector or Operations and Finance Administrator. Due to the extreme care that is required for furniture movement, the event organizers must pay for and use church approved movers.
2. Nothing may be attached or hung from walls, ceilings, trusses, or any other component of the Nave.
3. A security deposit of \$250 (normal \$150 space use deposit plus \$100) is required for use of the kitchen. If the kitchen is not cleaned to the satisfaction of the Sexton or designee, the security deposit will be forfeited.

#### **Parish Hall**

1. Arrangement of furniture, piano and furnishings in the fireplace nook area must be left in its original configuration.
2. Due to safety issues (curious young children), fireplace use must be approved by the Rector or Operations and Finance Administrator. If young children are present during fireplace use, a responsible adult must provide supervision.

### **Activity Center**

Activity Center use is governed by a separate policy.

### **Library**

Arrangement of furniture and furnishings must be left in its original configuration after use. Library use is intended for adult activities only.

### **Classrooms**

Arrangement of furniture and furnishings must be left in its original configuration after use.

### **Church Grounds**

1. Advertising materials (signs, banners, etc.) may only be used with approval of the Rector or Operations and Finance Administrator.
2. Requests for any exceptions to this policy must be made in writing to the Operations and Finance Administrator.
3. St. George's Episcopal Church requires that guests honor our request to refrain from smoking while using the facility. No smoking is allowed within the facility, and individuals smoking outside **must** use cigarette butt receptacles that are provided. All event organizers are required to notify participants that smoking anywhere on church grounds is undesirable.

## St. George's Episcopal Church Kitchen Policy

### Kitchen

1. Users are responsible for all setup and cleanup of the kitchen before and after a scheduled event. Church staff is responsible *only* for normal maintenance. **The church Sexton or designee must approve any “final” clean-up or the kitchen deposit (\$250) will be forfeited.**
2. Excess food on plates and trays **must** be scraped into trash cans provided. Used plastic and paper products should also be dumped in the provided trash cans.
3. In order to prevent clogging, no food or food residue may be scraped into any kitchen sink. Any **remaining** food residue **must** then be rinsed into the garbage disposal prior to placement into the adjoining dishwasher.
4. The dishwasher may be used to clean cups, plates, silverware and food trays after the event. The church Sexton or designee has the authority to supervise takedown and cleanup to ensure that any church owned property is restored to pre-event condition.
5. The Sexton must be consulted as to the proper use and cleaning of kitchen equipment (dishwasher, stoves, etc). Directions for proper use of the dishwasher are posted on the dishwasher.
6. The refrigerator/freezer **may not** be used to store leftovers. Leftovers must either be thrown out or removed by the users.
7. Food that is in the refrigerator/freezer for a specific use should be so designated to prevent accidental use by another scheduled event or church function.
8. Trash cans must be emptied in the dumpster located in the back parking lot. Trash cans must be relined after use.
9. The kitchen supply closet is for church use only.
10. No items may be stored in the kitchen electrical room.

**St. George's Episcopal Church  
Building Use Fees**

The following schedule is intended to provide information on fees associated with the use of St. George's facilities. The fees are reasonable and designed to help the church recoup some costs (e.g. labor set up, utility costs, etc) associated with facility use. Fees are lower for functions sponsored or conducted by church parishioners.

Note: Fees associated with weddings involving parishioners and non-parishioners are contained in a separate Wedding Policy.

**Fees for Parishioner/Church Related Functions**

In general, there will be no fees charged for facility use for a church sponsored event. However, organizers of special events (e.g. Antiques Arcade, etc.) which generate significant income should make appropriate provisions in their budget for costs associated with set-up, clean-up, entertainment, etc. so that the church's operating budget is not negatively impacted. We encourage event planners to make use of a "suggested" donation where feasible to take pressure off the church's operating budget. For example, suggested donations are presently used to support Sunday breakfasts, and Friends of Music normally provides a donation basket for its presentations.

	<b>Fees for Parishioner Supported/Non-Church Related Functions</b>	<b>Fees for Non-Parishioner/Non-Church Related Functions</b>
<i>Event types</i>	Events in which a parishioner may have an active involvement or support, but the activities themselves are not church related.	Events led by non-parishioners and the event is not church sponsored.
	Additional costs for: <ul style="list-style-type: none"> <li>• events lasting more than 4 hours.</li> <li>• furniture/fixture moving and return</li> </ul>	Additional costs for: <ul style="list-style-type: none"> <li>• events lasting more than 4 hours.</li> <li>• furniture/fixture moving and return</li> </ul>
<b><i>Use of Nave</i></b>		
More than 300 persons	1 to 4 hours \$200; \$300 if event occurs or lasts after 5 pm	1 to 4 hours \$400; \$600 if event occurs or lasts after 5 pm.
150 to 300 persons	1 to 4 hours - \$150; \$200 if event occurs or lasts after 5 pm.	1 to 4 hours \$300; \$450 if event occurs or lasts after 5 pm
Less than 150 persons	1 to 4 hours - \$100; \$150 if event occurs or lasts after 5 pm	1 to 4 hours \$200; \$300 if event occurs or lasts after 5 pm
Additional Rehearsals		\$50.00 per rehearsal for musical events
Church video camera fee	\$50	\$100
<b><i>Parish Hall/Activity Center</i></b>		
More than 100 persons	\$100; \$200 if event occurs or lasts after 5 pm	\$200; \$300 if event occurs or lasts after 5 pm
Less than 100 persons	\$50; \$100 if event occurs or lasts after 5 pm	\$100; \$150 if event occurs or lasts after 5 pm
<b><i>Kitchen costs</i></b>	see Building Use Policy	see Building Use Policy
<b><i>Other Meeting Rooms</i></b>	\$50.00	\$75; \$100 if event occurs or lasts after 5 pm

# ***REQUEST FOR SPACE***

ST. GEORGE'S EPISCOPAL CHURCH

Date \_\_\_\_\_

*St. George's Episcopal Church is delighted to serve you. In order for the staff to be aware of your needs, please fill out the following form and return it to the Operation and Finance Administrator with your deposit of \$150 to confirm your engagement. Please understand that in order to maintain our facility your full corporation is required.*

Type of Event \_\_\_\_\_

Name of Individual/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W/C) \_\_\_\_\_

Contact person for Organization \_\_\_\_\_

Anticipated number of attendees/guests \_\_\_\_\_

Contact Person at St. George's \_\_\_\_\_

Date(s) and Time requested (include set up, rehearsals, and event) \_\_\_\_\_

Specific room(s) you need (Parish Hall, kitchen, Nave, classroom, etc.) \_\_\_\_\_

The following will be needed:

\_\_\_\_\_ Tables other (please describe) \_\_\_\_\_

\_\_\_\_\_ Chairs - How many \_\_\_\_\_

\_\_\_\_\_ Plates, cups, glasses, wine glasses, flatware, Coffee pot (Circle what is needed)

Key \_\_\_\_\_ Date given \_\_\_\_\_ Date returned \_\_\_\_\_

Signature of applicant \_\_\_\_\_

We ask that you be responsible for:

1. Cleaning up after the event. Taking trash out to the dumpster. (Room, trash, etc.)
2. Arranging for any dishes, pots, flat wear, etc. that are used to be washed and put away.
3. Leaving bathrooms tidy and turning out the lights.
4. Leaving all area(s) used as you found them.
5. Turning off all lights.

St. George's Episcopal Church  
2425 S. Germantown Rd,  
Germantown, TN 38138.  
901-754-7282 - Fax: 901-754-6480