



## **ST. PAUL'S EPISCOPAL CHURCH**

*25 Church Street, P.O. Box 99*

*Prince Frederick, MD 20678*

*410-535-2897*

### **Use of Church Facilities: Policies, Regulations, Fees, and Forms**

#### **INTRODUCTION**

St. Paul's Episcopal Church recognizes that providing its physical facilities in support of compatible organizations and programs can increase our outreach and ministry in service to God and our community. Although first right of use is reserved for St. Paul's Episcopal Church, priorities beyond that use are for: (1) nonprofit groups that are supported by the church; (2) other nonprofit organizations; and (3) other for-profit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by St. Paul's Episcopal Church. No activities or advocacy may take place within our buildings or grounds that conflict with the policies and the practices of St. Paul's Episcopal Church.

The Vestry of the Congregation of St. Paul's Episcopal Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest regarding property management, requirements for use of the facilities for church activities (*which shall always have priority*), and church fulfillment of governmental regulations. All groups not sponsored by or related to St. Paul's Episcopal Church desiring to use church facilities must confirm acceptance of the terms herein specified.

Included in this guide are the following:

1. Steps to Facility Use Scheduling
2. Rules and Regulations
3. Alcohol Beverage Policy
4. Maintenance Procedures for Parish Hall, Kitchen, etc.
5. Fee Scale and Policies
6. Forms

## **STEPS TO FACILITY USE SCHEDULING**

1. Fill out a Room Use Agreement. One is included in this guide or you may obtain one from the church office or at our website: <http://www.stpaulspf.org/>.
2. Attach any additional information you feel might be useful.
3. Return the completed Room Use Agreement to the Church Office at least 3 weeks in advance of the event. You will be notified if it is approved or not approved. After approval, applicable fees are due as stated in the Fee Scale and Policies section.

Requests for use of the facilities and/or equipment are to be processed through the church office. Requests will be honored on a first-come, first-served basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days, at which time any deposits or fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered firm and may be superseded. Regularly scheduled activities of St. Paul's Episcopal Church have priority over all other requests. Events may not be scheduled on Sunday mornings, Christmas Eve, Christmas Day, or during Holy Week.

## **RULES AND REGULATIONS**

1. User groups will be responsible for leaving the facilities in a condition that is comfortable for the next using group. For example, all furniture and equipment must be returned in its customary position, the kitchen left in clean condition, diapers thrown out of the nursery, etc. Please use the church recycling bins. Renters are required to dispose of their trash in the outdoor trash cans located outside of the kitchen. All food and drink must be kept in the Parish Hall.
2. All persons and groups desiring use of the church facilities and/or equipment for purposes that are not church related must sign an agreement with St. Paul's Episcopal Church. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.
3. Alcoholic beverages are permitted. Please see the Alcoholic Beverage Policy appended hereto.
4. Smoking is not permitted on Church property.
5. All rooms have a standard room setup. Any setup changes requested by the group are subject to approval and are considered in the calculation of the Fee Scale.
6. Decorations must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. The Parish Hall may not be permanently decorated using any signs, symbols, etc., except as specifically approved by St. Paul's Episcopal Church. However, floral arrangements may

be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities.

7. Please discuss candle use with St. Paul's Episcopal Church administrator.

8. Available building use hours are 7:00 a.m. to 12 a.m. Evening events will be concluded and the building closed by 12 a.m. All items belonging to a group must be removed at the end of the event.

9. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities. All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The persons signing the Room Use Agreement shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Vestry of St. Paul's Episcopal Church has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

10. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, or removed from premises. If members of St. Paul's Episcopal Church wish to rent chairs for an event outside of the church, taking the chairs one day and returning them the next, use and fee will be set by the St. Paul's Episcopal Church administrator, not to exceed \$1.00 per chair. Non-members may not rent chairs to use outside of the church property.

11. At no time shall equipment or facilities other than those covered by prior approval be used.

12. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

13. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must be under adult supervision. No fewer than two adults must be present at all times during any program or event involving children. These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.

14. Use of the sound system, microphone, and piano is permitted, with permission. Such use requires an additional fee. See the Fee Scale. Permission to use the piano in the Parish Hall must be granted by the St. Paul's Episcopal Church Music Director. If the user wishes to have it tuned, a craftsman approved by the St. Paul's Episcopal Church Director of Music will tune it at the user's expense. The piano cannot be moved except by permission from the Music Director or the Vestry.

15. Parking in the church parking lots or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the

church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

16. Short-term storage of up to three days for musical instruments, music stands or equipment is allowed on a case-by-case basis. Arrangements for short-term storage must be scheduled in advance with the Church office. Storage use requires a separate fee. See the Fee Scale. If items are left beyond the arranged time, they will be considered a donation to the St. Paul's Episcopal Church yard sale.

17. Any group making unscheduled use of Church facilities will forfeit their keys and access.

18. In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the St. Paul's Episcopal Church Vestry or their delegated representative shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility.

19. The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

#### **ALCOHOLIC BEVERAGE POLICY**

If an adult elects to use alcohol, moderate usage is expected. For those renting St. Paul's property, the following regulations must be observed:

1. All applicable federal, state, and local laws must be obeyed, including those prohibiting serving alcoholic beverages to minors.

2. Alcoholic beverages and food containing alcohol must be clearly labeled as such.

3. Whenever alcohol is served, a non-alcoholic alternative must always be offered with equal attractiveness and accessibility, as well as some food.

4. The service of alcoholic beverages at church events should not be publicized as the sole attraction of the event.

5. The church group or organization sponsoring the activity or event at which alcoholic beverages are served must have permission from the parish, through the Vestry or members of the clergy for this plan. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may thus be impaired. Recognizing the effect of alcohol as a mood-altering drug, it would be advisable to consider the nature of the function at which alcoholic beverages are served.

6. In addition to the above regulations, the following requirements shall apply to all those who rent church facilities for their private use and that these requirements shall be made a part of any rental agreement. Applicants shall obtain and provide proof of all applicable licenses and permits that may be

required as well as proof of appropriate insurance naming the Episcopal Diocese of Maryland and St. Paul's Episcopal Church as additionally insured parties. At least one million dollars (\$ 1,000,000.0) in coverage is needed as well as liquor liability language, if applicable. In addition, applicants will agree to indemnify and hold St. Paul's Episcopal Church and the Episcopal Diocese of Maryland harmless from and against all damage claims, including damages arising from the use or service of alcohol and the event.

7. Chemical usage other than alcohol is clearly controlled under federal, state, and local laws and as such is strictly forbidden at any function on church property.

### **MAINTENANCE PROCEDURES FOR PARISH HALL, KITCHEN, ETC.**

St. Paul's Episcopal Church has created the following guidelines to insure that the Parish Hall and Parish Hall Kitchen are maintained. We ask that your group adhere to these guidelines, so that we may establish and maintain beauty and order in our facilities, for the enjoyment of all. Thank you!

1. Please rinse well and sort recycling into the recycling bins provided in the kitchen. If these get full, please empty them in the recycling bin outside the kitchen door.
2. Remove all non-recyclable trash from the building by depositing trash in the outdoor bins located outside the kitchen door.
3. Use of the kitchen is by permission only. Please make sure that your agreement covers use of the Parish Hall or the Parish Hall Kitchen.
4. Some dishes, silverware, pots and pans are available for use by church groups. If your group uses any of these items, please clean them and return to appropriate storage areas.
5. If you use the refrigerator please take any leftovers with you after your event. Do not put hot items in the refrigerator—it will cause the refrigerator to break and you will be liable for having it fixed.
6. No alcoholic beverages are to be left in the kitchen.
7. If you use the sinks, please do not leave dishes to soak.
8. If you use counter spaces, please clean them afterwards.
9. Please wipe down all tables before you put them away.
10. Sweep and mop the floors if needed. Mop and bucket are in the kitchen.
11. If spills happen in the Parish Hall, do your best to clean up and then notify the Church Office if additional cleaning is needed.
12. Remove all materials used by your group from the Parish Hall and kitchen at the end of your event.
13. Do not prop doors open. Lock all doors before you leave.

**FEE SCALE AND POLICIES**

All persons/groups approved for use of church facilities are required to pay applicable fees, as stated in this policy package.

**Use for Funerals**

The church facility is available at no charge to members and their immediate families for funerals. Also, as a community service, the church facility is available to non-members for funerals at the discretion of the rector of St. Paul’s. For funerals, non-members may be charged a discounted rate for set up, cleaning, and key deposit.

**Terms**

The terms “single event,” “recurring use,” are used throughout this policy package. “*Single event*” is defined as one event a year. “*Recurring use*” is defined as use of specific rooms/areas more than once a year for regularly scheduled programs or activities. Recurring use means a long-term agreement, which is renewed every year.

**General Policies**

All fees for usage of the Parish Hall are up to four (4) hours. If you are booking an event longer than the standard 4-hour rental, you will be charged with both hourly and block rates, as shown in these examples:

- For a 10-hour event, two 4-hour block rates and two hourly single-use rates.
- For a 7-hour event: one 4-hour block rate and 3 hourly single-use rates.

Fees for one-time events shall be paid in this manner: a \$100 deposit is required at the time the reservation is confirmed; ten calendar days before the event, 50% of the fee is due; the remaining balance is due 48 hours before the event. If an event is cancelled within five days of its scheduled happening, the \$100 deposit and 50% deposit shall both be forfeited. If damage occurs, the \$100 deposit will be forfeited to St. Paul’s Episcopal Church and more damage costs may be assessed if necessary.

If further information or clarification is needed, individuals should contact the Administrative Assistant, at St. Paul’s Episcopal Church. The church office phone is 410-535-2897.

Room	Single-Use	Recurring Use
Parish Hall only ( 100 people max)	\$500 for 4 hours; \$100 per hour after	
Kitchen only	\$30 per hour	\$30 per hour
Parish Hall and Kitchen	\$620 for 4 hours; \$125 per hour after	
Classroom	\$35 for 4 hours	\$35 for 4 hours
Church only:	\$750	

Use of the church for a wedding only, no reception, shall include use of the church for two hours the day before for rehearsal; use of the two parking lots the day of the wedding; and use of bathroom and bride's room in the Parish Hall.		
Nursery	\$25 per event	\$25 per event
Storage	\$20	\$20 per month
Setup fee*: 0-20 people 21-75 people 75+ people	\$25 \$35 \$50	\$25
Cleaning fee	\$50	To be determined case by case
Supplementals (TV/DVD player, microphone, sound system, piano, etc.)	\$50	

St. Paul's Episcopal Church has the following chairs and tables for use by groups in the Parish Hall:  
[NEED ACCURATE NUMBERS]

- (85) folding chairs
- (6) 8 foot long tables
- (1) 6 foot long folding table
- (1) 4 foot long folding table
- (12) 6 foot round tables

All required application forms must be completed and approved by the church. Further, all fees must be paid not less than two days before use of the facilities shall begin. An exception is use of the facilities on a recurring basis, for which payment of fees is due on the 1st of each month. Payment may be paid in cash or by check. If a check is used, it shall be made out to St. Paul's Episcopal Church. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1st.

**ST. PAUL'S EPISCOPAL CHURCH**  
25 Church Street, P.O. Box 99  
Prince Frederick, MD 20678  
410-535-2897

**ROOM USE AGREEMENT**

PLEASE COMPLETE ENTIRE FORM

Name of Group: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address : \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Non-Profit Status: Federal ID No: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Event Date(s)\*: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time : \_\_\_\_\_

\*Note: include onsite preparation and take down time required for event.

Will the event be recurring? :

One time only \_\_\_\_\_ Monthly \_\_\_\_\_ Weekly \_\_\_\_\_ Multiple days \_\_\_\_\_

Which day(s) of the week? : \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_ Will a fee be charged for the event? \_\_\_Yes \_\_\_No

Will food or drink be consumed? \_\_\_Yes \_\_\_No

Room(s) Requested:

Parish Hall \_\_\_\_\_

Classroom \_\_\_\_\_

Kitchen \_\_\_\_\_

Nursery \_\_\_\_\_ (in conjunction with other room only)

Hall & Kitchen \_\_\_\_\_

Storage \_\_\_\_\_

Supplemental Supplies:

TV/DVD player \_\_\_\_\_ Microphone \_\_\_\_\_ Easel with pad \_\_\_\_\_ Podium \_\_\_\_\_

Sound system \_\_\_\_\_ Piano \_\_\_\_\_



Set Up Instructions/Special Needs (attach separate sheet if necessary):

**RELEASE AND INDEMNITY**

This Release and Indemnity Agreement is between the above-named person/organization (“organization”) and St. Paul’s Episcopal Church (“church”). The church is the owner of the real property and improvements located at 25 Church Street, Prince Frederick, Maryland (“Property”). The Organization desires to use the property described above for meetings and/or other activities.

**AGREEMENT**

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization’s use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

**ACCEPTANCE OF RESPONSIBILITY**

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_