



CHURCH OF THE
SERVANT
EPISCOPAL

Church of the Servant Building and Grounds Use Policy

General Guidelines:

All property, both inside and outside, shall be treated with respect due a “sacred space.”

Only non-profit groups will be allowed to use the building, unless specifically authorized by the Rector. Groups may charge a fee to cover the expenses of the meeting/event.

Church members wishing to reserve building spaces are asked to submit an application to ensure that multiple groups are not using the same space. There is no expected donation for church members (defined as pledging church member) to use the building; neither are church sponsored activities (e.g.: J2A, Pathways, Lobster Fest, Bargain Box, MOMs) expected to make special contributions. All members will be required to pay the sexton’s fee, unless waived by the Rector.

Only those rooms and areas agreed to in advance by the may be used. Please be considerate of groups in other parts of the building.

All doors (front, side, parish hall, sliding glass, annex wing) are to be checked and locked at the conclusion of the meeting/event. Groups that disregard this request will not be able to use the facility.

Children and youth must be supervised by a minimum of two adults. The ratio is one adult per five children age 7 and under; one adult per 10 children over age 7.

Church staff and membership assume no responsibility for personal items left at the church.

No signs may be placed on church property without prior advance permission. No marks are to be made on the floors or walls of the building and no tape, staples, thumbtacks, pushpins etc. may be used on doors or walls.

It is the group’s responsibility to ensure that their area is properly cleaned and restored to its original condition. The sexton will inspect the area after each event/meeting and determine if the set-up and clean-up arrangements have been satisfied and/or whether damages to the property have occurred. In the event guidelines are not followed, the parties will be held financially responsible.

Folding tables and chairs are available for use in the parish hall and the classrooms. If you need assistance in set up, you may make arrangements with the church sexton through the office. An additional fee will be charged for the sexton’s services.

The sexton’s services are required for the use of the sanctuary, unless other arrangements are approved by the Rector. An additional sexton’s fee will be charged. Arrangements should be made with the sexton to configure the layout of the sanctuary for the event. Folding tables and a microphone/speaker system are available for use in the sanctuary.

Church of the Servant reserves the right to maintain priority use of the building. Every effort will be made to avoid cancellations, but the contact person of the scheduled event will be notified as soon as possible.

Kitchen Facility

The Parish Life vestry liaison will be notified when users (individuals or groups) intend to use the kitchen. The users are responsible for cleaning the kitchen, washing and sanitizing the dishes, cups, glasses, and flatware. Instructions for using the equipment are posted in the kitchen. Kitchen linens used for clean-up are to be left in the white container. All parties are responsible for following the guidelines for equipment use, clean-up, and trash/recycle disposal. (Recycle bins for plastic and other materials are located outside the kitchen door.) The kitchen must be left in good condition or a fee will be charged.

Tablecloths and napkins are not available to non-church members. Church members seeking to borrow church hospitality items (linens, vases, wine glasses etc.) must obtain permission from the Parish Life vestry liaison. All borrowed items must be listed on the log that is posted in the kitchen. The date the items are returned must be noted on the log and all items must be clean when they are returned.

Alcohol Policy:

- At youth functions, consumption of alcohol by all participants is prohibited
- The Rector must approve the serving of alcoholic beverages
- Whenever alcohol is served, non-alcoholic alternatives must be offered and food should be served
- Only beer and wine may be served
- All applicable federal, state and local laws must be followed, including those requiring permits or licenses

Available Spaces:

Sanctuary Occupancy: 300 maximum

Parish Hall Occupancy: 50

Classrooms: 25

Please respect the grounds, memorial garden and playground. If these areas are to be used, especially the playground, proof of insurance coverage is required. Other uses requiring proof of insurance or endorsement adding the Church of the Servant as an additional insured party depends on the use.

Application Process:

Obtain a Building Use Application from the church office at least 14 days in advance of the event. The application will be reviewed by the Rector and you will be contacted. All sexton fees for the use of the church building shall be paid to the church 5 days prior to the event.

Suggested donations:

Parish Hall and Classrooms:

\$15 a meeting for social ministry groups

\$20 a meeting for civic/cultural groups and local/city/county government

Sanctuary: \$100 for use of four hours or less; \$200 for use longer than four hours

Sexton's Fees: \$100 for use of the sanctuary

Parish hall and classrooms fees to be arranged with the Rector/sexton

Policy Revised and Approved by the Church of the Servant Vestry, November 2008