



Building Use Agreement

ST. BARTHOLOMEW'S EPISCOPAL CHURCH

Part A: Permission for Building Use

An Application for Use of Facility form must be submitted to the church office. It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.

Groups and organizations of the church have full use of the building at no charge, subject to available space, as determined by the master calendar in the office.

Individual members in good standing of St. Bartholomew's parish may request the use of the church building for personal use, subject to guidelines.

Nonprofit service organizations in the community may apply to the church office for the use of our facilities, subject to availability. The usage may not conflict with purpose or policies of the congregation. The rector may approve or decline any such request.

Other organizations or groups (*besides nonprofit service organizations*) may apply to the church office for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of St. Bartholomew's, and the usage will not conflict with the purpose or policies of the congregation. The rector may approve or decline any such request.

All ongoing or regularly scheduled use of the facility by outside groups will require approval of the St. Bartholomew's vestry.

Part B: Guidelines for Building Use

Each group or organization must designate a representative who will consult with the church staff in advance of the event and be responsible for:

- Custody of a key, if needed, and unlocking and relocking all doors and windows.
- Regulating thermostats for heating and cooling, according to instructions
- Accounting for damages to the facility.
- Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.

A group may use only the space assigned and specified in the building use agreement.

Use of the building is only for the specific hours in the building use agreement.

Smoking is not permitted anywhere in the church building.

Illegal drugs, firearms, weapons, or flammables are prohibited on church property. The church reserves the right to call the proper authorities if these policies are violated.

Only authorized persons (those designated by the church administrator and the rector) may have a key to the Church building.

Part C: Fees

An upfront \$50 refundable deposit is required for use of the building.

If clean up by the parish sexton is required, the fee is \$25 per hour, with a two-hour minimum.

Groups are responsible for damage done to any church equipment or furnishings. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement by the church.

The rector may waive or modify the above listed fees at his discretion.