

8.2.5 Sample Form.....Use of Facilities Policies and Agreements

INTRODUCTION: Each parish or mission is wise to have in place, a written policy, approved by its Vestry or BAC, concerning the use of Church facilities by members of the Congregation, and by outside groups. The following is an example of such a policy...but each Church should develop one for its own individual conditions and needs. Be aware that if a charge for use is made, the Church must be prepared to demonstrate that the charge covers only expenses, or its IRS tax exempt status may be in jeopardy. It is best to request donations or "Fees for Reimbursement of Cost of Operation".

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USE OF FACILITIES POLICY FOR _____ CHURCH

PRIORITY for building use is determined with reference to the mission statement of this parish: "...to praise God and to rejoice in all God's creation, and as members of Christ's family in this City, to participate in God's work of renewing, supporting, and feeding." This parish has a strong commitment to our neighbors in the inner city area, and plans for intensive, appropriate use of all our facilities.

CONTROL of building use is by the Rector of the parish, who seeks advice and consent of the Vestry when appropriate. Day to day supervision of the building, including scheduling, access, cleaning, and maintenance, is the responsibility of the Parish Administrator, who is responsible to the Rector.

PARISH GROUPS may reserve building space by having the Parish Administrator place the meeting on the building calendar, and will be advised of other use of the building that might be occurring simultaneously. The cooperation of parish groups will help insure that the building and facilities will be used as efficiently as possible.

NON-PARISH GROUPS may reserve building space on the following basis:

1. The Parish Administrator has authority to schedule a one-time use of the parish hall, kitchen, or program rooms, based on the availability of the facilities and the suitability of the use as related to the mission statement.
2. Use of the Worship space is arranged with the Rector and supervised by the Rector or the Parish Administrator. (for example see Wedding Policy)
3. Repeated use of the facilities (other than Worship space) requires a specific proposal by the Parish Administrator to the Rector and Vestry for approval. Proposals will include schedules for periodic review and final termination.
4. User donations will be requested to assist the parish with the cost of providing this ministry. Suggested donations include:
 - Parish Hall, each occasion.....\$ _____ .
 - Parish Hall and Kitchen.....\$ _____ .
 - Program rooms, each occasion...\$ _____ .
 - Weddings.....(see Wedding Policy)
5. Donations will be based on an assessment of all costs for maintenance, insurance, utilities, staff time, and long-term replacement. Each space should have an established value of use based on these costs so that "Fees for Reimbursement" can be assigned.

GOOD HOUSEKEEPING is expected of all groups using the facilities and the premises should be left clean and in good order. The Parish Administrator may request special arrangement of furniture, etc, when the group departs.

This policy **ADOPTED** by the Vestry on _____, 19____.

Clerk of the Vestry