



FACILITY USE AGREEMENT

St. James Episcopal Church

FACILITY USE GUIDELINES

All requests for usage of the church buildings and/or grounds, whether one-time or on-going, must be submitted in writing to the Parish Administrator and approved by the Vestry or its designee. This request should contain a description of the activities, the responsible group/individual, and the number of participants.

For either a one-time use or on-going usage, the following requirements must be met:

- A. It is understood by the group that Parish functions will take precedence over non-parish functions, despite the fact that the outside group may have scheduled their event on the Parish calendar first. Every effort will be made to ensure positive relationships with those who use our building and grounds, and forced rescheduling or canceling of events will be avoided whenever possible.
- B. No smoking, vaping or tobacco is permitted within the building.
- C. Each group must provide the Church Office with contact information of a person who can be reached during office hours. If a key to the building is required, the contact person will sign out a key, agreeing to the requirement for possession of a building key. The key will be returned to the office at the conclusion of the event(s).
- D. The contact person will be provided with a copy of this policy.
- E. An appropriate donation, minimum of \$50.00.
- F. Episcopal Church groups, authorized for one-time or on-going usage, must meet the above listed requirements. However, no usage donation is required from Episcopal Church groups.
- G. Agree to make sure the following closing guidelines are followed:

If you use the kitchen:

Please make sure *all* the **dishes, coffee pots, counters** are **clean** and **put away**. Make sure that the stove is off.

As you leave the facility:

Turn off *all* the lights. Make sure all trash is cleaned up. Any leftover food items or decorations subject to be discarded. Double check, to make sure *all* doors are locked:

***This agreement, these rules, and donations may be amended at any time by St. James Church. Agreed by the Vestry and Rector of St. James Episcopal Church 3/18/2025**

ST. JAMES BUILDING USE CONTRACT

Group name

Purpose of use of building/grounds

Contact name and information

Dates/time of use

I have read the accompanying Guidelines and agree to its terms.

Printed name

Signature _____

Date _____