

Approved by the Vestry June 12, 2017

***St. Matthew's Episcopal Church
Charleston, West Virginia***

Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of St. Matthew's Episcopal Church in Charleston, West Virginia, do agree to hold the said church, its agents, members and employees harmless and indemnify them from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities

Executed on this _____ day of _____, 20__

Signed: _____

On behalf of (organization): _____

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Building Use Policy Statement

The use of buildings in the Protestant Episcopal Church is governed by the Canons and Constitutions. The Canons vest responsibility for the building usage to the Rector or clergy in charge of the parish. The Vestry is responsible for the parish buildings, including general upkeep and appearance. Additionally, the Vestry is charged with the financial wellbeing of the parish. This includes raising funds and paying bills. Given this, the Vestry must take into consideration utilities costs when making decisions about the usage of the buildings.

The Rector/Priest in Charge will review all applications for the use of the building with the Wardens. They will make recommendations to the Vestry regarding any action that needs to be taken regarding the use of the buildings, including appropriate procedures to maintain the security of the buildings when it is not being used for official church business.

The Rector/Priest in Charge, in conjunction with the Wardens, may grant one-time use agreements without Vestry approval. Long-term agreements must be reviewed and voted upon by the Vestry during its regularly scheduled monthly meetings. The Vestry should make it a practice to review long-term agreements on a regular basis.

It is the policy of St. Matthew's Episcopal Church that politically affiliated groups may NOT use the church facilities as such use may be perceived as a breach of the separation between church and state and may thereby jeopardize the tax-exempt status of the church.

Because democracy is a key principle of the Episcopal Church, the Vestry may allow use of the buildings for non-political groups that are committed to weighing different points of view on specific issues. Applications from groups the Vestry perceives as one-sided or are not in keeping with the values of the Church may be rejected.

St. Matthew's Episcopal Church functions will take priority for the use of our buildings.



Saint Matthews Episcopal Church

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OUR MISSION:
GOD CALLS US TO BE A
CHRIST-CENTERED
COMMUNITY, EQUIPPING
AND ENABLING OUR-
SELVES TO MINISTER IN
THE POWER OF THE HOLY
SPIRIT SO THAT PEOPLE
ARE DRAWN TO CHRIST.

COMMUNITY AND NON-PROFIT CHURCH FACILITIES POLICY

All parish activities, liturgical and pastoral needs will have first priority. In the event a community or non-profit group is scheduled and a pressing liturgical or pastoral need arises, the community or non-profit group will be notified and re-scheduled.

Community and non-profit groups will reserve space and time on a first come, first served basis and Saint Matthews Episcopal Church reserves the right to withdraw permission for use of the facilities at any time for any reason.

Saint Matthews Episcopal Church assumes no liability for personal injury or personal property damage or loss incurred during the use of parish facilities.

The person(s) in charge of the event (signatory to the application form) accept responsibility that the conduct and language of group members are in line with the standards of a Christian Church.

The person(s) in charge of the event (signatory to the application form) must assure adequate supervision by adults over age 21 for all guests under age 18. Safe Church Sexual Conduct training that meets or exceeds the policies of the Diocese of West Virginia may be required.

The person(s) in charge of the event (signatory to the application form) accept responsibility to return the areas used to the same condition as before use. This includes turning off the lights, including the rest rooms, returning the setting on heating and air conditioning thermostats to the original setting, and returning tables and chairs to their original locations, with care taken to minimize wear on walls, door frames and carpeting.

Groups using the facilities of Saint Matthews Episcopal Church are responsible for any damage of the property beyond normal wear. The group is responsible for setting up and taking down tables and chairs used for its meeting.

The person(s) in charge of the group (signatory to the application form) is responsible for locking all doors that signatory's group has been opened.

Keys will not be duplicated without permission and will be returned to the Parish Administrator after use of facilities is complete.

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Community and non-profit request for use of facilities

Name of group/organization _____

Name of Person responsible for group _____

Phone number _____

Address _____

Day of Use of facility _____

Frequency _____

Start time/end time _____

- Facility requested*
- Church*
 - Sutherland Gym*
 - Mathes Hall*
 - Kitchen*

I have read and agree to the terms of this application and St. Matthew's Community and Non-Profit Church Facilities Policy. I understand that St Matthew's Church assumes no liability for injury or personal property damage or loss incurred while my group is using parish facilities.

Signature _____

Date _____

Revised 09/2022