

FACILITY RESERVATION AND USE POLICY

General Provisions

This policy is intended help all users of St. Philip's facilities to be good stewards of those facilities and to make the use of the facilities a positive experience for both the user and the church.

Parish activities shall at all times have precedence over groups or organizations not affiliated with St. Philip's Church. If, however, permission is once given to such an organization the use of the Parish Hall/Kitchen facility it will not be retracted simply to accommodate a later scheduled Parish activity.

A request for use of the St Philip's facilities must be made in writing.

The content of the program to be presented or the activity to be undertaken shall be described in detail on the application form and there may be no substantial deviation from what is there set forth.

In no event shall St. Philip's Church be responsible for anything lost or damaged by fire, theft, or vandalism.

St. Philip's Church shall reserve the right to consider unusual requests individually and to establish requirements that it may feel appropriate or necessary in particular cases.

The alcohol policy must be followed as described in Attachment "A"

There is no storage space at the church for decorations or food prior to events.

Guidelines For Use of St. Philip's Church Meeting Spaces

This policy applies to all St. Philip's ministries, programs, and community organizations using St. Philip's Parish facilities including the Church, Chapel of the Cross, Parish Hall, Conference Rooms, and Chapel Annex.

Every group or organization is required to abide by all St. Philip's Church guidelines and requirements regarding use of the facilities.

Fire Exits designated with a lighted "Exit" sign are not to be blocked in any manner at any time.

Disclaimer

Those using the church's facilities agree to release, protect, defend, indemnify, and hold harmless St. Philip's Episcopal Church and its leadership, employees, members, and other representatives from and against all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees, and other legal costs) directly or indirectly arising out of their use of any church facilities. In the event of damage to the church's facilities, those using the facility shall accept the amount of repair and replacement costs as determined, by the church's management or their designee and shall pay the church for such repair and replacement costs upon request.

Use of St. Philip's facilities by individuals or families is limited to celebrations in conjunction with a liturgical event (including weddings and receptions, Baptisms, Confirmation, and funerals). Use of facilities for these purposes is scheduled with the Parish Administrator at info@stphilipchurch.org, (910) 457-5643.

St. Philip's facilities are **not** available for private events that are **not** related to a liturgical event celebration (including but not limited to birthday parties, bridal showers, baby showers etc.).

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St. Philip's does provide facilities for community service organizations. Non-profit 501(c)(3) organizations, civic and community groups, may use our facilities at the sole discretion of St Philip's Church. For-profit organizations may not rent church facilities.

- Facilities may not be used for political purposes or for the selling of goods and services which profit an individual or a for-profit organization.

Space for outside groups will be made and are subject to approval of the Rector and Wardens on a case-by-case basis. Use of space by outside groups will normally be limited to the Chapel Annex unless a need to be in the larger parish hall is approved by the Rector/Wardens. For all outside group uses, a basic written agreement (lease) is required per Diocesan Guidelines.

Tents may not be erected on St Philip's grounds without the express written permission of the Building and Grounds Chair.

Storage space will be assigned based on current use. The Vestry Campus Utilization committee will work with staff/boards/ministries for both temporary and permanent solutions to new/changing needs. The committee will work with all groups to minimize stored items/storage needs.

Rooms in the facility will be numbered to ensure quick access by emergency personnel.

Prohibited Activities

The following activities are prohibited, by church or outside groups anywhere on the campus.:

- Possession of illegal drugs.
- Smoking including vaping is prohibited in and or on any St Philip's building.
- The involvement of animals excluding service dogs in any activity unless explicitly permitted by the Rector or Wardens.
- Serving of Alcohol will be subject to St Philip's Church policy, Attachment "A"
- Fundraising events must be approved by the Finance and Facilities Ministry Board.
- Explosives are not permitted in the Church buildings or on our campus.
- Nothing should be attached to any wall.
- Damage to equipment and furnishings must be reported immediately.

Kitchen Use

Use is based on the philosophy of "Your Mother and Father don't live here anymore." If you use any utensil, pot, pan, dish or appliance you are responsible to clean and put it away at the end of your event.

Use of the Kitchen will be subject to the Kitchen use policy for both church and outside groups. The Parish Life Ministry Board has published a policy that must be followed by both internal and external users of our kitchen facility. A copy is posted in the kitchen.

Use of the Parish Hall and kitchen are available for receptions related to liturgical events, when permitted by the Parish Life Ministry Board.

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Schedule of Fees and Charges

Each outside group or organization is required to complete, sign, and deliver a Facilities Request Form to the office, where applicable fees will be determined on a case-by-case basis by the Rector and Wardens. Fifty percent (50%) of the applicable fees must be paid to complete the application process. All fees must be paid in full fifteen (15) calendar days in advance of the meeting or other event.

Outside groups will be required to provide a Certificate of Insurance proving liability insurance coverage acceptable to the Church.

If a function takes place after 4:00 PM Monday through Friday, or any time on Saturday or Sunday, a St. Philip's staff representative must be present at a cost of \$25 per hour. There is a charge of \$50 per hour for facility cleanup, if required. The clean-up may be provided by the user under the supervision of a St. Philip's staff representative.

Use of Annex Conference Facility per 4-hour period.

Non-members \$50.00

Reception when associated with St Philip's Church

Wedding Church Member TBD

Non-members TBD

Receptions for Weddings conducted at another Church Not Permitted

St Philip's Church reserves the right to add and or change these requirements at its sole discretion to meet circumstances that may develop.

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St. Philip's Episcopal Church Facility Request

FACILITY REQUEST

Group Name: _____

Contact Name: _____ Phone: _____ Email: _____

Date of Meeting: _____ Time of Meeting: _____

Room(s) Requested: _____

Number of Attendees: _____

Our Group will need: Let Parish Administrator work with group to determine what if any services can be provided.

<ul style="list-style-type: none">• Lunch	<ul style="list-style-type: none">• Projector Screen	<ul style="list-style-type: none">• Digital Projector	<ul style="list-style-type: none">• Eucharistic Elements
<ul style="list-style-type: none">• Wireless Internet	<ul style="list-style-type: none">• Photocopies	<ul style="list-style-type: none">• Other	<ul style="list-style-type: none">• Other

Recurring Meeting?

<ul style="list-style-type: none">• Yes: List other dates below	<ul style="list-style-type: none">• No
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List additional dates for reoccurring meetings:

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Comments or Special Requests:

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Completed Applications with deposit should be returned to: St. Philip's Parish Office, 205 East Moore St., Southport, North Carolina 28461.

I have read the Rules and Regulations governing use of St. Philip's facilities and agree to comply; accepting responsibility for any damage and/or violation of the rules while the facility is in use by my group. (St. Philip's reserves the right to revise the Rules and Regulations, Fee Schedule and procedures as needed.

Group Contact Signature: _____

Date: _____

APPROVAL (For Office Use Only)

• Disapproved
• Approved
• Estimated Fee:
Reviewed by F&F Committee:

A check made payable to St. Philip's Episcopal Church in the amount of _____ must be deposited to complete the application for use of the facility.

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Attachment "A"

GUIDELINES ON THE USE OF ALCOHOL AT ST PHILIP'S EPISCOPAL CHURCH

The Episcopal Church has never taken a stance endorsing the prohibition of the use of beverages containing alcohol among its members. In fact, the Church's Teaching Series book, The Christian Moral Vision, states, "most Episcopalians have accepted wine as a gift of God, to be used with thanksgiving. The wine of the Eucharist serves as a symbol of God's blessing on the fruit of the vine." (p.71) St Philip's, in accordance with its tradition of moderation and balance, recognizes that alcohol can be used wisely.

In the light of this position, the following guidelines are given for the serving and use of alcoholic beverages at church functions or on church property at St Philip's Episcopal Church:

- (1) Alcohol is not appropriate to serve at every church-sponsored or outside function, but if alcohol is served, non-alcoholic alternatives must be offered. Non-alcoholic beverages must be served with the same attractiveness and accessibility as those containing alcohol, so that people who choose not to drink alcoholic beverages need not feel any embarrassment, discomfort, or inconvenience in exercising their preference.
- (2) Any food or beverage that contains alcohol must be clearly labeled as such- this direction applies to any food (such as fruit compotes, desserts, etc.) where the alcohol has not been volatilized (i.e. "cooked out").
- (3) Non-alcoholic alternatives must be offered with beverages and other foods containing alcohol. Alcoholic beverages must never be promoted in such a way as to imply that partaking of them is any kind of social requirement. Promotion of events at which alcoholic beverages will be served may not include in the event's title specific reference to the alcoholic beverage (e.g., "Crab Feast" rather than "Beer and Crab Supper").
- (4) Alcohol (sacramental or otherwise) shall not be stored in publicly accessible areas of the church buildings.
- (5) All applicable Federal, State and Local laws and ordinances, including those governing the sale and serving of alcoholic beverages to minors, must be observed. All applicable guidelines of the Diocese of East Carolina must also be observed.
- (6) Care must be taken to insure that responsible person(s) is in control of the prudent serving and consumption of alcoholic beverages. Although drinking is acceptable, drunkenness is not. At no time may serving containers, pitchers or bottles be left on tables or available to minors and/or vulnerable adults.
- (7) The responsibility for observance of these guidelines lies jointly with the person reserving the space used for the function and the head of the event occurring.

October 15,2022