**All Saints’ Episcopal Church**

**1001 Twelfth Street, Cayce, SC 29033**

**803-796-5735**

**rector@allsaintscayce.org**

**OUR MISSION**

Living and Sharing the Gospel of Jesus Christ

**FACILITIES USE POLICY**

**INTRODUCTION:** All Saints’ Episcopal Church will make its facilities available to church organizations, members and guest organizations as outlined in this policy. The Junior Warden of All Saints’ Episcopal Church will approve all facility use requests except as noted below. In the absence of the Junior Warden, the Senior Warden or Rector may approve facility use requests. All groups and organizations using these facilities will be responsible for the orderly conduct of their members, and visitors (invited or uninvited) while they occupy the premises. They will also be financially responsible for any damage to the facilities or contents.

**PRIORITY:** The following priority for facility use will be observed. The Rector and the Vestry must approve any deviations.

* All Saints’ church groups/members using the facilities as part of the ministry of the church (Vestry, Christian education, church committees, church fellowship groups) and the larger Episcopal Church.
* All Saints’ Episcopal Church members.
* Service, social, charitable, civic, educational and other non-profit groups (guests).

**PROCEDURES FOR REQUESTING USE OF FACILITIES:** Any member, group or organization wishing to use All Saints’ Episcopal Church facility must submit a Facility Use Application (Attachment 1) to the Junior Warden by email, mail, or in person a minimum of 30 days prior to the date of the event. The Junior Warden will coordinate the requested date with the Rector’s master calendar. Applications from groups/organizations not part of All Saints’ Episcopal Church must include a non-refundable deposit of $50. The Junior Warden may waive the 30-day notice and/or the deposit. The Junior Warden or designated representative will notify the requestor of the approval/disapproval status of the request and email/mail a copy of the All Saints’ Episcopal Church Facilities Use Agreement (Attachment 2). The signed Facilities Use Agreement, $100 refundable cleanup/damage deposit, a certificate of insurance ($1M) and the projected fee must be returned one week prior to the event. The requestor may cancel an event not later than 48 hours prior to the event in which case all fees except the non-refundable $50 deposit will be returned.

* Note 1: Weddings, funerals, confirmations and baptisms for members/families of All Saints’ Episcopal Church are not scheduled through this policy. Contact the Rector to schedule one of these events.
* Note 2: Partisan political groups and for-profit groups may not use the facilities.

**FACILITY USE:** The following facilities are available for use:

* Parish Hall
* Classrooms
* Library
* Wyndham Room
* Kitchen
* Church Grounds (includes garden and covered walkway)
* Sanctuary (NOTE: Requires Rector approval)

Key(s) will be provided according to the existing Key Use Policy to the representative of the using organization during the walk-thru.

The Junior Warden (or representative) is responsible for regulating the thermostats of facilities being used for events.

Portable furniture (folding chairs/tables) belonging to the church may be used during the event. All items must be returned to their original positions. Wooden furniture will not be moved without prior approval from the Junior Warden. Organizations may bring in additional furniture with prior coordination and approval of the Junior Warden. Items belonging to the church must not be loaned or removed from the church without the Junior Warden’s approval.

Organizations may bring in audio/visual/computer equipment with the prior coordination and approval of the Junior Warden.

More than one event may be scheduled at or near the same time as determined by the Junior Warden.

Tobacco use (includes electronic items) is prohibited in all church facilities and on the grounds.

Organizations are responsible for adhering to all Federal, State of South Carolina and local laws, ordinances and regulations. Use of alcohol is restricted to beer/wine and requires prior coordination and approval by the Rector. Organizations must obtain required licenses necessary for the proposed activity.

Non-church organizations will not use the church offices or church supplies (paper, disposable cups, plates, flatware, etc.)

The telephone will be used only for emergencies and local calls. No collect calls are to be accepted.

Musical instruments to include pianos and the organ may not be used without the approval of the Organist/Choir Director.

The facility will be left clean and orderly. Trash receptacles used by the organization will be emptied. Trash bags will be sealed and deposited in the outside dumpster and replacement liners placed in all receptacles. (Replacement liners are normally put under existing bags in the receptacles.) Costs to cleanup or repair the facility after use will be deducted from the damage deposit. Organizations are obligated to pay for any cleanup or damages incurred in excess of the damage deposit.

The kitchen may be used to prepare and serve food and beverages. Non-disposable items such as plates, cups, serving pieces may be used provided items are cleaned and returned to their original places after the event.

Except for water for performers, food and beverages are not allowed in the Sanctuary.

Tape, pins, glue and other items that might cause damage may not be used on walls, doors, windows, ceilings, floors or furniture.

Prior to leaving, the representative of the using organization will ensure that the facility has been cleaned up, furniture and equipment returned to their normal positions, lights turned off and windows and doors locked. If two or more organizations are using parts of the facility at the same time, Representatives will accomplish the tasks outlined above. The representative of the last organization to leave with ensure the facility is secured.

In the event of a non-emergency maintenance issue, the representative should notify the church office as quickly as possible (no later than 24 hours). Emergencies should be reported immediately to the emergency contact telephone number provided.

Non-compliance with the policies and procedures outlined above will be brought to the organization’s representative for resolution. Repeated infractions or serious breaches will serve as grounds for termination of the organization’s agreement to use the facilities.

This policy is not intended to be inclusive of all possible situations. Exceptions to the above can be negotiated prior to the event with the Rector and Vestry. Common sense should prevail and behavior should reflect the primary purpose of all our church facilities – the spread of Christ’s Kingdom.

**FEE SCHEDULE:** All Saints’ Episcopal Church does not seek to make money from the use of its facilities, but merely to defray the cost of building operation and maintenance for additional use. In addition to the non-refundable deposit of $50 paid at the time the space is reserved, the following fees are due no more than one week in advance of the event. Fees for recurring events may be negotiated by the requesting organization with the Junior Warden and approved by the Vestry.

The facilities listed below may be used for a four-hour block. If a facility is required for a longer period, the Junior Warden will determine any additional fees based on the length of time required.

* $250 for use of the Sanctuary for events with ticket sales.
* $100 for use of the Sanctuary for a free concert or other event without ticket sales.
* $50 for use of the Sanctuary for rehearsal.
* $50 for use of the Parish Hall
* $15 for use of a single classroom, Library, or the Wyndham Room
* $50 for the use of the Church grounds
* $50 for the use of the kitchen for food preparation of the day of the event. No charge to serve food prepared elsewhere.
* Fees for the use of multiple facilities may be negotiated with the Junior Warden not to exceed the aggregate total listed above.

**All Saints’ Episcopal Church**

**Facilities Use Application**

Organization making Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charitable Organization (501C3) ☐ Yes ☐ No

Purpose of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) and Time(s) of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check the rooms and uses you wish to reserve:  
☐ Sanctuary ☐ Parish Hall ☐ Classroom ☐ Kitchen ☐ Wyndham Room ☐ Church grounds ☐ Library ☐ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check additional services you will need:

☐ Church Furniture and equipment ☐ Outside Furniture and Equipment  
☐ Piano(s), organ (must be approved by the Music Director)  
☐ Time for Setup or Rehearsal ☐ Setup Assistance ☐ Cleanup Assistance

Total Fees Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed Facility Use Agreement and a Certificate of Insurance ($1M) along with a $50 non-refundable deposit are due upon acceptance of this application. A check for the deposit should be made out to All Saints’ Episcopal Church, and should be mailed/hand carried with the contract and certificate to All Saints’ Episcopal Church, 1001 12th St, Cayce, SC 29033.

\*\*\*\*\*\*\* For Church Office Use Only

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All Saints’ Episcopal Church**

**Facilities Use Agreement**

This Facilities Use Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, between All Saints’ Episcopal Church (All Saints’) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization).

All Saints’ provides space for non-church organizations as a service to the community. As a non-profit entity, All Saints’ seeks to recover only costs related to use and maintenance.

Organization wishes to reserve space at All Saints’. Accordingly, the parties hereto agree:

Organization is granted permission to use the facilities of All Saints’ on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ between the hours of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Event).

In exchange for such use, Organization will provide a non-refundable fee of $50 upon signing and delivering this Agreement to All Saints’ as well as pay any and all fees requested by All Saints’ for the use of the facilities no later than one week before the Event. If Organization should use additional services not listed or contemplated in the Facilities Use Application after payment of fee, Organization shall remit payment for these additional services within five days after the Event.

Organization agrees to comply with all rules and regulations regarding the use of the facilities of All Saints’ as set forth in the All Saints’ Facilities Use Policy, which is a part of this Agreement and incorporated herein by reference. In the event of damage to church property during Organization’s use of the facilities, Organization shall pay for the repair of damages. Any facility damage deposit paid by Organization shall be applied to the cost of repairs or replacement. The Organization shall be responsible for any balance to include fees for All Saints’ staff time in cleaning or otherwise handling the repair of the damage.

All Saints’ is not responsible for any injury to anyone attending the Event or loss or damage to the personal property belonging to the Organization or to anyone attending the event. The obligation for any and all such injuries or damages shall be the responsibility of the individual and/or Organization. The Organization shall indemnify, defend and hold harmless All Saints’ for any such injury, damage or loss.

The undersigned has read and understands the Facility Use Policy and agrees to abide by it and the terms and conditions of this agreement.

All Saints’ Episcopal Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Junior Warden \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_