

ALL SAINTS EPISCOPAL CHURCH

Campus Use Policy and Procedure

General Policy

All Saints campus is dedicated to God and for the betterment and enjoyment of His people. We ask that this be respected.

The accompanying application is part of these procedures. While every reasonable effort will be made by the Parish to adhere to a use agreement, the Vestry reserves the right to modify, cancel or change any agreement for any reason. Where appropriate a refund will be made.

Requests for Campus Use

Individuals and organizations must submit a completed application which will ordinarily be acted upon in the order of Payment is part of a completed application and if an application is not approved, will be refunded.

In the event of multiple requests for use on the same date coincidentally received, the following priority will apply: All Saints Parish activities; activities sponsored by All Saints; functions of All Saints parishioners; community service organizations; other local organizations; social functions of non-parishioners.

All Saints Vestry reserves the sole discretion to disapprove any application that may not be consistent with the values of the Church, but otherwise applications will be considered without prejudice or bias of any kind.

All uses of the Parish Hall will be noted on the Parish Calendar. Only the Campus Use Manager or the Parish Secretary may enter pending or approved applications on the calendar; this will be done as soon as the completed paid application is received, and removed if approval is not granted. Completed requests for use with appropriate payment may be approved by the Church representative if they are consistent with prior Church policy.

Approval will be made using the portions of the Application provided for that purpose, including any special conditions.

A designated representative of the Church will inspect the areas used immediately following use, determine their condition, whether the Security Deposit should be refunded, annotate the Application to that effect, forward a copy to the Treasurer for appropriate action and file the original in the Parish Office. Determinations by the designated representative will be final unless a request for review is submitted by the user to the Vestry through the Treasurer; in that case, the Vestry decision will control.

The Treasurer will refund security deposits to the user upon receipt of a copy of the Agreement indicating refund is appropriate. Security deposits that are forfeited will be deposited to the operational funds of the Parish and be available for required cleaning and repairs. The Treasurer will send a letter to the user advising of the forfeiture.

Payment may be made by check, cash, debit or credit card. The Campus Manager may authorize special payment arrangements and negotiate acceptable donation amounts regarding unusual use agreements.

User Responsibilities

All Church buildings and entrances are no-smoking areas; users will ensure that this is respected by all their guests.

Users agree that they and their guests will comply with procedures and all applicable laws. Users agree that they are responsible for the conduct of their guests and will indemnify the Church for any damage to property or personal injury arising from their use of Church property. Signing the Application represents to the Church that users are covered by insurance to meet this potential liability.

When appropriate, a user-designated representative will be provided a key and will return it to the Church representative.

Users will ensure that all event participants leave the building(s) after the event. They will turn off all lights and close/lock all windows and doors.

Users may ONLY adjust thermostats regulating the heating and cooling equipment for a temporary hold.

Children under the age of 18 years must always be chaperoned by an appropriate number of adults. No fewer than two adults must be present when children are present. Running in buildings and roughhousing are prohibited.

Use of the Kitchen & kitchen equipment is restricted to those persons/groups that have requested & received approval.

NOTHING may be attached to the walls or ceilings. Staples, thumbtacks, or any tape are NOT permitted. Furnishings will be reconfigured at the end of the use to the same positions they occupied when the facilities were accepted by the user, unless otherwise agreed in writing. CHAIRS AND TABLES WILL ONLY BE STACKED IN DESIGNATED AREAS.

Users must clean up afterwards and leave all areas used in as good or better condition as received. (Exception: Users may agree to pay an additional cleaning fee, in advance, to cover cleaning of floors and other routine cleaning of surfaces; this cleaning fee does not cover restoration of the kitchen and associated equipment to the same condition as when made available to the user which remains the user's responsibility (with the exception of floor mopping.)