

# St. Andrew's Episcopal Church

## Facilities Use Policy and Guidelines

Initially approved by the Vestry, Nov. 18, 2021.  
Rental fees approved by the Vestry on May 26, 2024.

### Introduction

Because St. Andrew's Episcopal Church is home to its members, the Vestry supports making its facilities available to groups for church-sponsored activities and to members for family gatherings. Therefore, only the Vestry of St. Andrew's may allow exceptions to any of the policies listed below. St. Andrew's is also a resource to groups with no connection to the church but whose use of church facilities is endorsed by the Vestry. While recognizing the importance of making facilities available, the Vestry is also exercising good stewardship by setting forth policies and fees for their use.

### Areas available:

- Pearson Hall, with or without use of the kitchen
- Brammeier Library, second floor
- Small meeting room, lower level

### General Stipulations:

1. The Senior Warden, Parish Warden and Priest-in-Charge (all in agreement) must approve the use of alcoholic beverages at church-sponsored events. (See Appendix: Alcohol Use Policy.)
2. The person completing the Facilities Use Request Form must be at least 21 years of age and always present during a scheduled event.
3. No one may reserve church facilities on a sublease basis.
4. Church facilities may not be used for profit or commercial use.
5. One hundred is the recommended maximum number of guests for an event in Pearson Hall.

6. St. Andrew's is a non-smoking facility and complies with the Smoke-Free Illinois Act, which prohibits smoking indoors or within 15 feet of the entrance to any building.
7. Individuals and groups renting facilities at St. Andrew's are prohibited from bringing pets other than service dogs into the building.
8. Only law enforcement officers may bring firearms onto church property.
9. Behavior that is illegal or inappropriate in a church facility is prohibited at St. Andrew's.
10. Requests are accepted on a first-come, first-served basis. The Senior Warden, Parish Warden, and Priest-in-Charge (all in agreement) have the authority to deny access to church facilities. Permission to use church facilities does not constitute an endorsement of a group's policies or beliefs.
11. Cancellation of a rental may be made as late as three days in advance of the reserved date without penalty. Cancellations after that time will result in the forfeiture of the rental fee.
12. If an emergency arises, such as a funeral, the Priest-in-Charge or a Warden may reschedule an event. Solutions will be sought that are acceptable to all parties.
13. The church is not liable for any injury or damage in or about the premises to persons or property of any nature or sort whatsoever. Groups must agree to hold the church harmless and indemnify St. Andrew's Episcopal Church against all lawsuits, demands, and claims by group members or participants for injuries to property or persons resulting from accidents or other happenings on the premises other than those occurrences resulting solely from conduct attributable to St. Andrew's. St. Andrew's Episcopal Church is not responsible for lost or stolen articles of any kind.

## **Fees**

### *Rent Free Opportunities*

1. Facilities are free of charge for church-sponsored activities only (e.g. coffee hour). The Senior Warden, Parish Warden and Priest-in-Charge (all in agreement) determine whether an event is church-sponsored.
2. The library and the small meeting room (on the lower level) may be used at no cost by St. Andrew's members in good standing (Those who are baptized, have received communion at least three times in the previous twelve months and are on record for contributions to the church during that time). Outside groups, whose membership includes a member of St. Andrew's, may also use these rooms at no cost but the St. Andrew's member must complete the Facilities Use Request form.

### *Deposit Requirement for Parish Hall Use*

1. Individual church members or outside organizations wishing to use the Parish Hall or church members wishing to use the Parish Hall for a non-church sponsored event must provide a \$100 security deposit with their Facilities Use Request Form.
2. The deposit check will be returned uncashed at the end of the event, provided no damage to the church has occurred. If damage occurs or church policies are violated, the security deposit will be forfeited.

### *Facilities Rental Fees for Members*

1. Members in good standing may reserve Pearson Hall for family celebrations and other special activities. The standard fee for Pearson Hall is \$100 for a three-hour rental. Exceptions may be approved by the Senior Warden, Parish Warden, and Priest-in-Charge (all in agreement).
2. Members interested in using facilities for a wedding are asked to consult the parish *Wedding Booklet*. (Note: Booklet is yet to be located.)

## *Policies for Outside Groups*

1. The standard fee for outside groups is \$200 for events lasting up to three hours. Exceptions may be waived by the Senior Warden, Parish Warden, and Priest-in-Charge (all in agreement).
2. All outside groups using St. Andrew's Episcopal Church facilities shall provide proof of insurance upon request. The public liability insurance policy shall have at least \$1 million of liability coverage and provision for at least \$5,000 premises medical payment coverage.

### **How to Reserve Space**

1. Contact St. Andrew's office or the Senior Warden to request possible rental on the date of your proposed activity. The eligibility of the outside group to rent the parish hall will be checked, as well as the requested date.
2. A potential renter should fill out the Facilities Use Request Form provided by the church office or Senior Warden and return it to the church at least two weeks before the event. Include the \$100 damage deposit check and \$200 rental check, both made payable to St. Andrew's, as well as the required insurance information. The request will not be considered, and the date will not be held until the Senior Warden receives these three items.

### **Important Information When Preparing for an Event**

1. Because push pins and tacks or tape can cause damage, they are not allowed anywhere on the interior or exterior of the building. The church has temporary partitions that may be used to attach signs or decorations inside the building.
2. Guests are asked to use their own cell phones for outgoing and incoming calls. Guests are also asked not to answer the church phone but to allow calls to go to the answering machine.
3. The use of church facilities is limited to the area(s) requested and adjacent restrooms.

## **What is expected after any event?**

1. Clean-up of the facility must be completed on the day of the event.
2. The facilities must be left as they were when the group arrived. Clean the area that was used. Take any trash to the dumpster. Reset tables and chairs where they were found. Vacuum the carpet and sweep the non-carpeted spaces used. Cleaning equipment can be found in the closet near the refrigerator in the kitchen.
3. All materials brought into the church, including food, must be removed by the clean-up deadline.
4. Make sure all doors are locked and all lights are off.
5. Report in writing to the Senior Warden any issues such as injuries or property damage.
6. Renters may request access to the kitchen. What is available for use?

Persons desiring to use the kitchen should be sure to indicate that on the request form.

7. Members of outside groups will need to bring their food (prepared elsewhere, not at St. Andrew's), tablecloths, napkins, silverware, etc. Kitchen appliances may be used to keep food warm or cool. Coffee makers may be used if they are cleaned at the end of the event. Outside groups are not authorized to use the church's dishwashers.
8. Equipment is not to be removed from the kitchen.
9. Church-sponsored groups and church members are asked to use the non-commercial dishwasher unless a person thoroughly familiar with the commercial dishwasher is present. If the commercial dishwasher is used, it must complete the final cycle and shut down before the group leaves the church.
10. Whoever completes the request form is responsible for seeing that everything in the kitchen is left as it was found. All counters must be cleaned. No dishes may be left in the sink. The garbage disposal must be cleared. All food that was brought in must be removed. All litter must be taken to the dumpster. A Rental Checklist will be provided, and individuals are asked to use it.
11. Report to the Senior Warden any problems encountered with kitchen equipment.

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## **Appendix: Alcohol Use Policy**

### **St. Andrew's Alcohol Use Policy**

1. All applicable federal, state, and local laws are to be observed. Distributing alcoholic beverages to those who are intoxicated is prohibited. Under no circumstances may minors consume, sell, or distribute alcoholic beverages.
2. No event will include alcohol without first consulting with and receiving the consent of the Senior Warden, Parish Warden, and Priest-in-Charge (all in agreement) who may also consult with the Vestry.
3. Alcoholic beverages will be served from a separate serving location than food items, and available in a reasonable amount for the number of adults present. If alcohol is contained in a punch or similar beverage, the beverage should have a label indicating the same.
4. Responsible adults are to oversee the serving of alcoholic beverages to ensure that alcohol is served to adults only.
5. The Senior Warden, Parish Warden, and Priest-in-Charge are responsible for ensuring that this policy is disseminated and observed.
6. Alcoholic beverages stored on church premises are to be in locked storage.
7. Any outside group (or group advertising to the public) that hosts an event on church property and serves alcohol is required to obtain an event rider or certificate of insurance one month in advance of their event, naming the church as loss payee and showing limits of liquor liability equal to the church's general liability.