

# ST. JAMES' EPISCOPAL CHURCH FACILITY USE POLICY

## **Purpose**

St. James' Episcopal Church and its facilities are used to carry out the work and ministries of the church, as such are given priority over requests submitted by individuals or non-profit organizations that may wish to use the space. The purpose of this policy is to set forth the protocol for the use of various facilities by internal ministries and groups, as well as external groups. We seek to maintain an appropriate balance among the various ministries within the church and our outreach to other ministries and groups.

## **General Policy**

The requestor should usually be a non-profit organization whose purposes and activities contribute to the welfare of the community. The objectives of the requestor and the activities conducted on church property may not conflict with the mission or values of St. James' Episcopal Church.

All ministries and groups, whether those paying a fee or sponsored within St. James' Episcopal Church, will be required to abide by its Facility Use Policy. Scheduling of space will be handled by the Director of Communications and Administration.

The St. James' Facility Use Agreement consists of:

- **Facility Use Policy**
- **Appendix A – Registration Form for use of Church Facilities**
- **Appendix B – Facility Use Request Form**

Those requesting use of a St. James' Episcopal Church facility must complete, sign, and return the entire agreement, including Appendices to:

Oksana Lightfield, Director of Communications and Administration  
St. James' Episcopal Church  
14 Cornwall Street, NW Leesburg, VA 20176

or via email to:

Oksana Lightfield at [olightfield@stjamesleesburg.org](mailto:olightfield@stjamesleesburg.org)

Your signature on this agreement indicates you have read and will comply with all policies in this document. The individual signing the document must have signing authority on behalf of the requesting organization.

Once a signed Facility Use Policy and an initial registration form is on file, requesting subsequent events requires only a new Facility Use Request Form. Please indicate on your form the period of use. For ongoing use requests, an updated facility use request form must be submitted by August 15<sup>th</sup>.

The Sanctuary (Nave) is a sacred purpose of worship and may only be used by groups within, and outside St. James' Episcopal Church for this purpose (Christian worship, concerts, weddings, funerals, church conferences or activities deemed worthy). The use of the Sanctuary must be approved by the Rector in advance of the scheduled activity, as much in advance as possible, but not less than two weeks in advance of the requested use date.

## Premises Liability and Conditions of Use

By entering into this Agreement for use of the property of St. James' Episcopal Church the Requestor for such use agrees to the following:

1. That the Requestor shall be solely responsible for any damage, injury, or inconvenience to persons or property that may result from the use of the property of St. James' Church in accordance with the terms of the Agreement.
2. That the Requestor shall not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of any governmental authority while occupying the premises of St. James' Episcopal Church.
3. That the Requestor shall take all reasonable steps to ensure the safety of persons occupying the premises.
4. That the Requestor shall hold harmless, indemnify, and defend the Church, its employees, agents, and representatives from any and all liability for injury, or damages, including, but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any persons using the premises of St. James' Episcopal Church, entrances, exits, and thereto, and surrounding properties.
5. That the Requestor shall be responsible for preparing for the permitted use of the premises and returning the premises to the condition existing at the time of the entry onto the premises.
6. That the Requestor shall conduct a visual inspection of the premises, prior to use, and, by entering into the Agreement for Use, warrants that the premises are satisfactory for use and are in a safe condition.
7. That the Requestor carries liability insurance for the requested use of the premises that is acceptable to St. James' Episcopal Church, with a minimum occurrence liability coverage of \$1,000,000.00. Requestor agrees to provide a certificate of insurance to St. James' Church at least [30] days prior to the date[s] User is to use the premises. The certificate of Insurance shall indicate that the User has made St. James' Episcopal Church an "additional insured" on the Requestor's policy with respect to the use of the property of St. James' Episcopal Church for the use requested under the terms of this Agreement. This provision may be waived, or a lesser amount of coverage required, at the sole discretion of the Rector of St. James' Episcopal Church upon suggestion of the Requestor and a finding by the Rector that good cause exists to do so.

## Requested Donations

A donation and/or a security deposit, will be requested of outside groups who hold events at St. James' Episcopal Church. Checks should be made out to St. James' Episcopal Church and must be received by close of the business day, five days prior to the event.

<b>Parish Hall</b>	\$75 per hour or \$600 per day
<b>Kitchen</b>	\$75 per hour, included with Parish Hall
<b>Sanctuary (Nave)</b>	\$200 per hour or \$1,500 per day
<b>Janney Parlor</b>	\$50 per hour
<b>Rector's Study</b>	\$20 per hour
<b>Meeting Room (Janney House)</b>	\$20 per hour
<b>Choir Room</b>	\$20 per hour
<b>Music Rehearsal Room #1</b>	\$20 per hour
<b>Parking Lot</b>	\$20 per hour
<b>Garden</b>	\$20 per hour

One-time or occasional rentals require a two-hour minimum for all rooms.

## **Security Deposit**

If the event includes the use of the Sanctuary, Parish Hall, or Kitchen, a security deposit in the amount of \$1,000 is required to cover possible damages to church property or cleaning costs for the premises. The deposit will not be cashed and will be returned by mail within a week after the event.

The following fees may be deducted from the security deposit:

- If extra custodian services are required, we will deduct \$25 per hour to cover these costs.
- If requestor fails to remove its property after an event, we may deduct the costs to move the property.
- If church is damaged in any way, we may retain the full amount of the deposit.

## **Building Policies and Requirements**

The requestor should contact the parish administrator to schedule a building orientation and pick up facility keys. It is mandatory that the requestor makes certain the facility is secured at the conclusion of the event unless expressly communicated to the requestor that the requirement is not necessary, due to the usage for other church activities. Securing the facility also includes completing the Building Lock Up Checklist.

**Note:** If a key is lost, you must inform the Director of Communications and Administration immediately. It is the responsibility of the requestor to assume the costs of all re-keying of locks due to lost key(s).

## **Food**

If food is to be served, all food must be prepared off the premises and is the sole responsibility of the requestor. No food or beverages may be consumed in the Church Sanctuary (Nave). At the completion of your event all food must be removed from the premises and placed in the trash containers. All surfaces must be cleaned of all food particles.

## **Sound, and Musical Instruments**

If the sound equipment located in the Sanctuary (Nave) or Parish Hall is requested, the requestor must meet with a St. James' Episcopal Church representative to discuss needs. There is a \$50 per hour fee for our representative to work your event (2-hour minimum). Under no circumstances are St. James' musical instruments to be used without prior arrangement with the St. James' Episcopal Church music director.

## **Alcohol and Tobacco Use**

Smoking is not permitted on church grounds. No smokeless tobacco or e-cigarettes may be used on the premises. Alcohol use is prohibited on church grounds.

## **Signage for your Organization**

If you have signage for your organization, it may not be larger than 2 x 3 feet and may be used only to direct attendees to the proper entry door for your event or meeting.

## **Set up and Clean up**

Each ministry or requesting organization is responsible for its own set-up and clean-up of rooms or other spaces. This includes removal of all trash to outside trash cans, cleaning of tables, washing of dishes, removal of food items, and sweeping and vacuuming if necessary.



### **Requirements of Events Involving Minors**

It is a requirement of St. James' Episcopal Church and the Episcopal Diocese of Virginia that at least two adults (21 years of age or older) must be present at all times and at all locations for any event involving children defined as any person under the age of 18.

I have read and agree to comply with the St. James' Episcopal Church Facility Use policy and am authorized to sign on behalf of the requesting organization:

### **Signed and Dated by Requestor**

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A

### Registration Form for Use of St. James' Episcopal Church

Today's Date \_\_\_\_\_

Person Requesting Use \_\_\_\_\_

Group Requesting Use \_\_\_\_\_

Address of group: \_\_\_\_\_

Email \_\_\_\_\_

If a group, what is the business of the group? \_\_\_\_\_

St. James'-affiliated? \_\_\_\_\_yes \_\_\_\_\_no If yes, ministry: \_\_\_\_\_

Name (s) of St. James' Episcopal Church member who is part of the group?  
\_\_\_\_\_

Does your group carry liability insurance? \_\_\_\_\_yes \_\_\_\_\_no

If yes, insurance carrier: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Person responsible for group who will be in attendance at the event \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Additional Contact Person \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

**Appendix B Facility Use Request Form**

Today's Date \_\_\_\_\_

Person Requesting Use \_\_\_\_\_

Group Requesting Use \_\_\_\_\_

One-time event Date \_\_\_\_\_

One-time event Time \_\_\_\_\_

Recurring Meeting Request \_\_\_\_\_

**Name of Space Requested and time requested including set-up and clean-up**

Parish Hall \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Kitchen \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Sanctuary (Nave) \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Janney Parlor \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Rector's Study \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Meeting Room (Janney House) \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Choir Room \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Music Rehearsal Room #1 \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Parking Lot \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Other \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

Other \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

**\*\*\*\*\*For Church Use\*\*\*\*\***

Approved: \_\_\_\_\_yes \_\_\_\_\_no

Reason for non-approval: \_\_\_\_\_

Authorized Church Representative: \_\_\_\_\_

Date: \_\_\_\_\_