

Facilities Use Policy for St. Mark's Episcopal Church

Introduction

The use of the worship, reception and meeting facilities of St. Mark's Episcopal Church is meant to complement and enhance the diverse and creative worship, education, and ministries of the parish and shall be consistent with the parish vision statement.

The Facilities Committee

- 1) The Vestry of St. Mark's Episcopal Church convenes a Facilities Committee whose responsibility it is to:
 - a) Implement the Facilities Use Policy,
 - b) Consider requests for facilities use,
 - c) Implement and recommend to the vestry changes to the fee schedule for building usage, and
 - d) Review the Facilities Use Policy and propose policy changes to the vestry.
- 2) The Facilities Committee shall include:
 - a) The Facilities Manager
 - b) The Junior Warden
 - c) The Parish Administrator
 - d) The Communications Secretary
 - e) One member of the Kitchen Corps
- 3) The Facilities Committee shall appoint a Facilities Use Subcommittee consisting of the Facilities Manager, the Parish Administrator, and the Communications Secretary. The Facilities Use Subcommittee will be charged with the responsibility of reviewing and approving (or declining) building use requests.
- 4) The Facilities Committee and the Facilities Use Subcommittee shall each meet on an *ad hoc* basis as the need arises for policy implementation and amendments.

The Facilities Use Policy

Article I: Groups eligible to use the facilities

- 1) In general, worship services, Christian formation classes, organizations, activities, ministries recognized by the Commission on Ministries, committees and *ad hoc* groups of St. Mark's Episcopal Church are eligible to use the facilities (including the wider Episcopal Church, such as the Diocese of West Texas and ECUSA ministries).
- 2) Receptions following special liturgies, including funerals.

- 3) Outside organizations and not-for-profit groups **in harmony with the mission and vision statement** of the church.

Article II: Procedures for Requesting Use of Parish House & Grounds Facilities

- 1) Regular operating ministries of St. Mark's
 - a) Event Request Form (Appendix A) must be completed
 - b) Requested date and time for the event is approved by the Facilities Use Subcommittee.
 - c) Service requests must be approved by participating entities.
 - d) Upon approval by the Facilities Use Subcommittee, the request should be returned to the Communications Secretary for placement on the parish calendar upon full payment of all required fees.
- 2) Groups other than regular operating ministries of St. Mark's
 - a) Event Request Form (Appendix A) must be completed and submitted to a member of the Facilities Use Subcommittee.
 - b) Facilities Manager negotiates approval for service requests and consults Communications Secretary for calendar approval.
 - c) Completed request is submitted for consideration by the Facilities Use Committee.
 - i) Additional information about the group or organization may be requested.
 - ii) The presence of a representative of the group or organization at the meeting of the Facilities Use Subcommittee may be requested.
 - d) Event placed as "pending" on parish calendar.
 - e) Use agreements (including The St. Mark's Alcohol Beverage Policy and Liability Agreements) are signed.
 - f) Appropriate fees collected.
 - g) Event placed as "confirmed" on parish calendar.
- 3) Funeral Receptions
 - a) Requests shall be made to Facilities Manager by a parish clergy or secretary handling the funeral arrangements.

Article III: The Fee Schedule

- 1) A fee schedule will be recommended annually by the Facilities Committee and approved by the Vestry.
- 2) A Standard Building Use fee, as set annually by the Vestry, will be charged unless such fee is waived or modified by the Facilities Use Subcommittee in its sole discretion.
- 3) For each event, a costs fee shall be paid by the organizer at least 7 days prior to the first day of the scheduled event. The costs fee will be calculated by the Facilities Use Committee and will approximate the anticipated costs for the event to cover anticipated costs (such as labor costs, loss of parking lot revenue, utilities, security presence, paper goods). If an event is

cancelled prior to its occurrence, any unused portion of the costs fee shall be refunded to the organizer.

- 4) The Facilities Use Subcommittee is authorized to assess an additional fee, in an amount to be determined by the Subcommittee, to permit a set up in the reception hall the day before a scheduled event.
- 5) The fee schedule in effect at the time an application is signed will be the fee schedule in effect for that event.

Article IV: Policies Related to Building Use

1) Parking

- a) Parking in church owned parking lots is subject to the terms of the lease arrangement with the St. Mark's parking contractor and is not guaranteed unless explicitly indicated by the Facilities Manager.
- b) Requests for parking in church owned lots for events at St. Mark's must be made to the Facilities Use Subcommittee. Separate fees may apply and, if assessed, shall be noted in the Event Request Form.

2) Sexton/Caretaker Staff

- a) A sexton (member of the caretaker staff) must be present to ensure the proper use, care and security of parish facilities. For each approved event, a labor charge shall be assessed by the Facilities Use Subcommittee. The labor charge shall reflect the estimated actual costs of the employees used to support the event. A 3 hour minimum charge for employee per event shall be enforced.

3) Keys

Distribution of facility keys and access cards to individuals and parish organizations will be subject to approval by the Facilities Use Committee.

4) Calendar

- a) A master calendar will be kept by the Communications Coordinator and reviewed by the Facilities Use Subcommittee

5) Alcohol Use

- a) No red wine may be served in rooms with wall-to-wall carpets.
- b) Catered receptions may not serve alcohol unless served by an approved caterer with a liquor license and liability insurance.
- c) The "St. Mark's Episcopal Church Alcoholic Beverage Policy" shall be reviewed and signed by each event organizer.

Article V: Priority

- 1) Regularly scheduled church services and meetings have prior claim to space, facilities and equipment.
- 2) In the case of competing requests, priorities run in the following order:
 - a) Church-wide meetings and services
 - b) Parish organizations and small groups
 - c) Religious organizations (such as Cursillo) in which parish members participate;
 - d) Community nonprofit groups.

Article VI: Liability

- 1) Any waivers and exceptions regarding eligibility beyond the scope of this Facilities Use Policy must be submitted in writing to the Vestry.
- 2) Outside groups and private receptions must sign a liability agreement (see separate document).
- 3) The church reserves the right to bill for damage exceeding the security deposit.
- 4) Children are not permitted to be left unsupervised.
- 5) Users agree to be responsible for the safety of their guests.

Article VII: Conduct

- 1) Smoking is not permitted on the grounds of St. Mark's Episcopal Church.
- 2) The staff members of St. Mark's Episcopal Church reserve the right to request that unruly or uncooperative guests leave the church grounds.

Article VIII: Special Considerations for Use of Sanctuary

- 1) Food and drink (other than elements for the Eucharist) is not permitted in the sanctuary.
- 2) The sanctuary is considered holy space for sacred ministry and those using it are expected to conduct themselves in a respectful manner.
- 3) The only types of events generally allowed in the sanctuary are Episcopal religious services, church-wide meetings, and church-related concerts. Any outside concerts booked in the sanctuary must have the specific approval of the Director of Music and the Facilities Use Subcommittee.
- 4) The church organ may not be used without prior permission by the Director of Music.