

**Thank you for respecting the safety, dignity, and use of St. Mary's Church.**

***Please use this checklist to help us keep the building safe and secure when it is not in use.***

- Coffee pot and all other electric appliances (stove/burners/ovens) are unplugged and/or turned off.
- All messes cleaned up. (Check for forgotten cups, candy wrappers, and stray papers. If you have served food, you must empty your trash and put new trash can liners in the cans).
- Straighten up the tables and chairs. If you are the last group to meet on a Saturday, you must return the tables for use for St. Mary's. See photo.
- Restrooms checked: lights out, fans off, no running water, and no messes. If your people have thrown out soiled baby diapers, you need to empty that trash.
- All lights out in all rooms, including hallways.
- **Cigarettes, soda cans, and trash near the entryway and in parking lot need to be picked up and placed in the trash can.**
- All doors must be locked and windows closed, even if you didn't leave them open.
  - Entrance by the parking lot.
  - Door to the garden.
  - Front door of the church (the red doors) (If you have used the chapel.)
  - Hall door facing 200 North.
  - Door to the church (Nave).
  - Library door.
  - Both office doors.(Priest's & Administrator)
  - Small Chapel door.
  - Kitchen doors closed
  - Stairwell doors.
- The chairperson is the last one to leave the building assuring that there is no one in the building after the group has left.
- Complete the *Support group Donation Form* and place it in the *Collection Envelope*:
- Slide Collection Envelope under the **Parish Administrator's** office door.



## Statement of Purpose

The church desires that its facilities be used in ways that conform to the Affirmations of St. Mary's. We make our facilities available to approved non-member persons and groups as a means to fulfill our mission and ministry.

## Approved users & Priority of Use

The Priest-in-Charge or official designee must approve all uses of church facilities. Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Prioritization is the responsibility of the Priest or his official designee. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons who wish to use St. Mary's must respect the dignity of other persons by not discriminating on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. More specifically, Groups or persons using the Church facilities or grounds should not actively espouse teachings or practices which are contrary to the Mission of St. Mary's, which is to provide an accepting, welcoming, and affirming place for all people, including ethnic, racial and sexual minorities.
3. The group or person seeking facility use must submit a signed "*Church Facility Reservation Request and Agreement*" form. These agreements are non-transferrable and must be renewed each time a new primary contact desires to be listed or issued a key.
4. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.
5. No person or organization may conduct business for profit at St. Mary's.

## Facility Use Hours

Facilities are available between the hours of 6 a.m. and 11 p.m. Use outside these hours must be approved by the Priest-in-Charge or official designee.

## Scheduling Events

Requests for facility use may be made to Parish Office by submitting the "*Church Facility Reservation Request and Agreement*" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

## Fees / Donations

As a congregation incorporated under the State of Utah and relevant Internal Revenue Service regulations, St. Mary's Church may not charge a fee for the use of its facilities. However, we do request a donation be made to St. Mary's Church relevant to the size of the event being held to cover our costs for utilities, maintenance, and administration. Donations should be made using the "*Support Group Donations Form*," which can be found in the Fellowship Hall. The suggested donation per hour to St. Mary's is approximately \$25.00 per hour. Groups that contribute to the mission of St. Mary's may simply collect donations from their participants.

## Facility Use Guidelines

1. Drug and Alcohol Policy: **The serving or consumption of alcohol is strictly prohibited inside the church's facilities as well as on church grounds. The use of drugs is also prohibited.** The use of drugs or alcohol while on St. Mary's premises may result in termination of this contract, cancellation of your event, and forfeiture of any donations made.
2. Smoking Policy: No smoking within 25 feet of a building entrance, or in any indoor areas. All cigarette butts and similar garbage needs to be cleaned up. Smoking area must be clean and maintained.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Any damages caused by food and beverages are the responsibility of the user and the user will be required to compensate the church for necessary maintenance, and repairs.
5. Church equipment, such as tables and chair, must be returned to original placement, unless arranged otherwise prior to the event. The Altar table in the Sanctuary should not be used without specific requests made to the Priest-in-Charge.
6. All lights and small appliances (i.e., coffee maker, tv, etc.) must be turned off and doors locked upon departure. The user will be held responsible for any damage that may occur to the facility or its contents due to negligence of the user.
7. **Clean-up is the responsibility of the persons or groups using the facility. Insufficient clean-up will result in a \$50 fee. Clean-up should include emptying the trash, cleaning up any spills, sweeping/mopping up, leaving the kitchen clean or wiping off the tables after use.**
8. Users should not attempt to adjust the heating/cooling system.
9. Groups will not leave outside doors propped open for people to come in and out.
10. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premises.
11. Any person or group must sign the "*Church facility Reservation Request and Agreement*" form prior to reservation of church facilities. This form will be updated yearly.
12. Support Groups: After each use, each group should fill out a "*Support Group Donation form*" indicating the amount collected for donation and the number of people in attendance at the event.
13. Sanctuary Specific Policies: No food or drinks in the Sanctuary.
14. Weapons of any kind are **prohibited** from the premises, whether or not a person has been issued a concealed carry permit for said weapon. The Utah law allows for churches to ban weapons as long as the ban is communicated by the posting of signs, included in worship bulletins, or by direct communication to individuals. This document serves as such aforementioned communication and signs are posted at our entrances to further support this policy.

## **Insurance**

For all non-church-sponsored events, the group or person using the facility must obtain liability coverage and agree not to hold St. Mary's Episcopal Church, The Episcopal Diocese of Utah, The Episcopal Church, its Priest(s), its leader(s), or its people responsible for any loss, cost, claim, liability, damage, expense, or injury due to the users use of the building or grounds.

## **Keys**

1. Groups will be issued a key fob or other pertinent key with the understanding that access to the building will be solely used for the stated purpose as requested in the facility use form.
2. No copies of the keys are to be made.
3. The user must agree to not lend the key to any other person for any reason.
4. The user is required to help us prevent unauthorized access to the building. If the user is are found to be non-compliant, they may lose use of the facilities, and be asked to surrender their keys.
5. A refundable deposit of \$10.00 is required for each key.
6. Keys may not be passed from one leader to another. They are issued by person not Organization!
7. If the user loses a key to the building or to any room in the building, they agree to cover the cost of \$50.00 per key or key fob to re-key the affected locks and cover the cost of issuing new keys to all affected users.

## **Termination**

When a user no longer wishes to use the facilities at St. Mary's, they must turn in their keys and speak to the Parish Administrator. St. Mary's reserves the right to terminate use of the facility at any time for misuse, change in our priorities, or for any reason St. Mary's deems necessary.



# Church Facility Reservation Request & Agreement

<b>Name of Person or Organization:</b>	<b>Expected Attendance:</b>
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**Primary Contact:** (If Different from Above)

<b>Phone Number:</b>	<b>Email Address:</b>
Text? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Street Address:</b>	<b>City, State, Zip Code:</b>
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<b>Requested Areas:</b> <input type="checkbox"/> Parish Hall/Kitchen <input type="checkbox"/> Library <input type="checkbox"/> Sanctuary <input type="checkbox"/> Small Chapel	<b>Purpose:</b> (Please provide a short explanation of your intended use of the facility)
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<b>Requested Date(s):</b>	<b>Requested Time(s):</b>
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**Special Permissions Requested:**

**By requesting the use of the Facilities at St. Mary's I agree to all terms of the *Church Facility Use Policy* and *The Building Closure Procedure*, and affirm that I will meet all conditions of use as outlined.**

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

For Office Use Only		
Notes:	Exterior Key(s) Issued:	Date Entered on Calendar:
	Interior Key(s) Issued:	Key Deposit Paid: (\$10.00 per key)