

**St. Paul's Episcopal Church
Wilkesboro, North Carolina
Parish House Usage Policy**

**The mission of St. Paul's Church is:
God In Our Hearts
Light To Our Path
Home For All**

Policy:

St. Paul's Parish House was built to help the parish grow as a faith community and in so doing, facilitate the social, spiritual and educational development of the congregation. This facility can accommodate up to 150 of people, and it is available for classes, meetings, receptions and social events. In addition, we are pleased to offer the use of our building for other non-profit community groups for events that are consistent with the overall mission of the parish.

Procedures:

To reserve the parish house, contact the Parish Office at 336-667-4231 to request the Parish House Request Application and the Parish House Usage Guidelines and Agreement form. Approval of the Parish House Request will be granted by the Rector (or in the absence of the Rector, the Senior Warden). Upon approval, a Parish House Usage Guidelines and Agreement will be read and signed by the individual or group and all applicable fees collected by the Parish Office. The signature will signify the commitment of the group to be good stewards of St. Paul's facilities and grounds by upholding these guidelines.

St. Paul's reserves the right to request from any group or individual that uses its property a Certificate of Insurance listing the Church as the Additional Insured. Such certificates must be supplied by the tenant upon request and submitted with fees. St. Paul's may also request a signed Hold Harmless agreement at the time of payment.

The Parish Hall is available for church committees and church sponsored events. No written application is needed for these groups, but the facility will be reserved in advance through the church office. Parish House usage guidelines must be read and signed.

The use of the Parish House by for-profit businesses will require approval of the Rector. The reserved date will be recorded on a Parish Calendar. Top priority will always be given for the needs of the parish. Should there be a need to cancel a scheduled event due to a parish emergency (such as a funeral, etc.), the Rector reserves the right to cancel your reservation and will notify the group as soon as possible. If the Rector is unable to reschedule your event, the collected fees will be returned to the renter.

The person reserving will receive a key to the Parish House from the Parish Office. A key security deposit of \$100.00 will be held in the office until the key is returned on the next work day. The person making the reservation must be present during the entire event.

Parish House Usage Guidelines:

Good stewardship of facility requires that these provisions be followed:

Smoking is not permitted inside the parish hall. Violation of this provision will result in the forfeiture of your deposit.

In view of the Parish's responsibility under North Carolina law and the morality of not encouraging excessive use of alcohol, the serving of alcoholic beverages at church functions must be limited and closely controlled. The use of beer, wine or champagne may be served. If beer, wine or champagne is served it is required that a non-alcoholic beverage also be available in an equally attractive and accessible way.

Set up and take-down of tables and chairs is the responsibility of the person reserving the parish hall. The person reserving the room will be given a diagram and directions of where tables and chairs should be placed before leaving.

Special permission must be received if furniture is removed from the Parish House and/or brought into the Parish House. All furniture must be returned to its proper place prior to closing. If rental furniture (tables, chairs, etc.) is to be used for the event, prior permission must be obtained from the Rector with a plan for its removal.

The person reserving the parish hall accepts responsibility for any damages to equipment, hall or grounds and agrees to pay for such damages beyond the security deposit within 30 days.

Use of kitchen cookware, utensils, dishes, flatware, linens and supplies is permitted for Parish Committees and Parish Events only.

St. Paul's kitchen is not a cooking kitchen. Groups may use the coffeemaker, microwave and the oven to warm prepared food. Please do not remove the griddle from the stove top. The stove burners are not available to use. The renter must provide his/her own supplies, including paper products. The dishwasher and coffeemaker may be used following posted instructions for each. If there are question, please call the posted number prior to the event. No leftover food or beverages are to be stored in the refrigerator. Due to our limited storage space, storage of material from any group is not available. Please collect all printed material, equipment and decorations from the event and remove from the parish hall. The parish hall is to be left in an orderly condition, and, if not using the cleaning service option, cleaned according to cleaning guidelines immediately following the event. Please read and follow the kitchen and parish house checklist listed on a separate page and posted in the parish house.

If a caterer is used, the responsible party must make sure the caterer is aware of the Parish House Usage Guidelines.

If additional and necessary cleaning services are required, the cost will be deducted from the security deposit or billed to the person reserving the parish hall to be paid within 30 days.

The person reserving the parish hall is responsible for resetting the thermostats, turning off the lights, oven and dishwasher and coffee maker, if used, and locking the doors. The checklist is posted in the kitchen, in the parish hall and attached to this document.

Kitchen Checklist:

- Dishwasher (Turned Off and all dishes or utensils removed)**
- Coffeemaker (Cleaned and Turned Off)**
- Oven (Turned Off if used)**
- Microwave**
- Floor Swept**
- Floor Mopped if necessary**
- Trash Removed**
- Dish Cloths and Towels need to be washed and returned**

Parish Hall Checklist:

- Tables Wiped**
- Thermostats Reset**
- All Furniture in Proper Place (See attached photos; photos can also be found with the guidelines located on the kitchen door and east side of each column in the Parish House.)**
- Floor Swept**
- Floor Mopped if necessary**
- All Lights Turned Off**
- Doors Locked**
- Key Returned to the Church Office**
- All Church Equipment /Material Returned To Proper Place
(See attached photos)**

TABLE LAYOUT



Facing Front Door



Facing Front Door – Left Side



Facing Front Door – Right Side



Facing Front Door – Back Left Corner



Back of Room

**ST. PAUL'S EPICOPAL CHURCH
BUILDING USAGE AGREEMENT**

FOR ALL GROUPS:

1. Fee (non-refundable – except in the case of a parish emergency)
2. Security Deposit - \$100.00

DATE TO BE USED _____ NUMBER OF PEOPLE EXPECTED _____

PURPOSE OF USE _____ HOURS _____

PROPOSED TIME OF SETUP _____

NAME OF GROUP/FAMILY _____

TELEPHONE NUMBER _____ E-MAIL _____

USER'S SIGNATURE _____

DEPOSIT RECEIVED BY _____ CASH ____ CHECK ____

Usage Fees:

Church Committees and Ministry Groups of St. Paul's	No Charge
Church Member with a Personal Interest Meeting , Class or Workshop (charge per usage) The Church Member is responsible for clean up and closing according to the guidelines or pay a cleaning service fee to the church*	\$ 25.00
Outside Group or Church Member Hosting a Reception, Dinner, Party or Other Personal Events *Responsibilities same as above	\$100.00
Non Profit Group Hosting a Meeting *Responsibilities same as above	\$ 25.00

Non Profit Group Hosting a Fundraiser, Dinner, Reception or
Other Special Event

\$100.00

- **Responsibilities same as above**

If an event is over 25 people, a \$75.00 cleaning fee may be assessed to prepare for St. Paul's needs.

If an event is over 25 people and on a Saturday night a \$75.00 cleaning fee will be assessed to prepare St. Paul's for Sunday morning.

CHURCH OFFICIAL SIGNATURE _____

DEPOSIT RETURNED? _____ **ADDITIONAL CLEAN UP REQUIRED?** _____

DATE: _____

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