



Church Facility Use Policy

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 may 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

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 on the pulpit located in the Lobby. The costs 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. We suggest that the average weekly donation be approximately \$10.00 per hour to cover basic utilities and cleaning.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: No smoking within 25 feet of a building entrance, or in any indoor areas.
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 should 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.
12. 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.

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 may be issued a set of keys with the understanding that access to the building will be solely used for the stated purpose.
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 to re-key the affected locks and cover the cost of issuing new keys to all affected users.

Termination

When a user no longer wish 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

Name of Person or Organization:	Expected Attendance:
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Primary Contact: (If Different from Above)

Phone Number:	Email Address:
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Street Address:	City, State, Zip Code:
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Requested Areas: <input type="checkbox"/> Parish Hall/Kitchen (B) <input type="checkbox"/> Library (B) <input type="checkbox"/> Sanctuary (C) <input type="checkbox"/> Conference Room (G)	Purpose: (Please provide a short explanation of your intended use of the facility)
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Requested Date(s):	Requested Time(s):
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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 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)