

GUIDELINES FOR THE USE OF PROPERTY

...Vouchsafe, O Lord, to be present with us, who are here gathered together with all humility and readiness of heart, to consecrate this place to the honor of thy great name; separating it henceforth from all unhallowed, ordinary, and common uses; and dedicating it to thy service, for reading thy Holy Word, for celebrating the Holy Sacraments, for offering to thy glorious Majesty thy sacrifices of prayer and thanksgiving, for blessing thy people in thy Name, and for all other holy offices...

Prayer of Consecration for Churches
Book of Common Prayer
1979 Page 565

The buildings and land of Ware Episcopal Church are dedicated to the Glory and Honor of God as a place of worship, learning, and fellowship. All uses of this property shall be made with the above statement as its guidelines of principle and spirit. The following are offered as a clarification of that principle and spirit.

1. The primary use of the buildings and land of Ware Episcopal Church shall be worship, learning, and fellowship of the members and guests of the parish.
2. For the purposes of his office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall at all times, be entitled to the use and control of the Church and Parish Buildings with the appurtenances and furniture thereof.

National Canons of the Episcopal Church
Title III, Canon 14 Section 1 (c)

Welcome, we invite you to review these guidelines to determine if you or your group qualifies to use our facilities.

- A. Ware Episcopal Church and its programs shall receive first consideration for the use of the Church, Parish Buildings and facilities, including members one-time free annual use following guidelines as set forth.
- B. Other Church and Non-Church related groups may apply for the use of the buildings by meeting requirements herein set forth:
 1. Non-profit, community-oriented, community service, school and workshop meetings or groups using it for training and lectures.
 2. Generally profit making, commercial and business-oriented groups shall not be permitted use of the Parish Facilities. For the purpose of this agreement profit making includes, but is not limited to yard sales, raffles, games of chance or social activities where a charge is made or a donation encouraged.

Property Use Guidelines

1. Each Church and non-church group using the Church, Parish Buildings or other facilities shall designate an individual or individuals as persons in charge. Those in charge shall be responsible and appropriately supervise their group. **Two adults must supervise all children on the property at all locations children are gathered.** Failure to have two adults present where children are present may forfeit the group's continued use.
2. Groups using the Church, the Parish Hall or other facilities shall be responsible for clean-up and removal of trash after each event. The Parish Hall furniture shall be returned to its original placement following events. A fee will be charged if additional clean-up is required or keys are not returned.
3. A use, maintenance and/or utility fee may be charged by Ware Church secured by a deposit.
4. No Smoking Regulations apply to all buildings on the Ware Episcopal Church property.
5. Bathrooms in the Parish Hall are non-ADA compliant. Viewing, adequacy and acceptability for attendees at the scheduled function are required. (Requirement, signatory)
6. The kitchen equipment, tables and chairs of Ware Episcopal Church are not to be removed from the premises.
7. A Certificate of Insurance in the amount of \$1,000,000 and/or a hold harmless agreement will be required. (Sample online)
8. When not the focus of events hosted in the Parish Hall or grounds current rules allow wine and/or champagne to be served. Other alcoholic beverages served with food have additional requirements and are subject to approval by the Rector. (Requirement, signatory form)
9. Climbing walls are not permitted. Inflatables subject to the following the restrictions are permitted. (Requirements, signatory form attached)
10. Three parking attendants shall be provided for an event with an expected guest attendance exceeding 100 people. Prior instructions for parking shall be reviewed and understood by each attendant. (Sample online)

Property Use Guidelines (Continued)

If you feel that you and your group qualify for lease of the premises, please contact the Church office at 804.693.3821 between 9:00AM and 1:00PM.