

ST. MARTHA'S EPISCOPAL CHURCH POLICY FOR USE OF CHURCH FACILITIES

St. Martha's Episcopal Church considers its property and facilities as a gift from God to be used generously in the services of its members and others in the community. It is St. Martha's desire to show hospitality to all. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of St. Martha's property and facilities.

Any request for use of facilities shall be made through the Church Office by contacting the Facilities Administrator. Such request should be submitted at least 4 weeks prior to the event. The Facilities Administrator will check the calendar for potential conflicts but does not have the authority to guarantee a date. The Facilities Administrator will provide to the person requesting use a copy of this Policy and all other documents that may be required prior to approval of the request. If necessary, the Facilities Administrator will arrange an appointment with the Rector for the person making the request. Use of any Church facilities shall not be made until approval of the request has been made.

ST. MARTHA'S RESERVES THE RIGHT TO REFUSE ANY REQUEST FOR USE OF THE CHURCH FACILITIES AND ALL PERSONS OR GROUPS AGREE TO HOLD ST. MARTHA'S HARMLESS AS A RESULT OF ANY REFUSAL OF A REQUEST.

PURPOSE AND PRIORITY OF USE: Facilities are available for a variety of purposes including weddings, funerals, receptions, lectures, and meetings of community and service groups. Specifically excluded are groups with a partisan political purpose, those with a "commercial" or service-for-fee use, or groups using the facility for private social purposes (dinner, dances, etc.). Finally, any group using the facilities must not have a program or purpose that in any way conflicts with the Baptismal Covenant, which states that we "strive for justice and peace among all people and respect the dignity of every human being."

Approval for use will be in the following order of preference:

1. Regular and recurring St. Martha's programs and events
2. Special, non-recurring St. Martha's programs and events
3. Weddings, funerals, baptisms, and other religious services for individual members of St. Martha's
4. Regular and recurring programs and events of community groups sponsored by or supported by St. Martha's
5. Receptions and special events related to weddings, funerals, and other religious services for individual members of St. Martha's
6. Diocesan special programs and events
7. Special, non-recurring events of community groups sponsored by or supported by St. Martha's
8. Special, non-recurring events of other community groups

GENERAL INFORMATION AND REQUIREMENTS:

1. The representative of the group who signs the "Request for use of Facilities" form is responsible for the group.
2. The user or group representative, by signing the "Request for Use of Facilities Form", agrees to hold harmless and indemnify St. Martha's with respect to any claim or loss, injury or damage resulting from negligence or wrongful performance of the user, including damage to the building, furnishings, equipment or property. Liability insurance for such coverage may be required for users as determined by St. Martha's. Any Request must be accompanied by proof that insurance requirement, a minimum of \$500,000 liability insurance coverage, has been met evidencing St. Martha's as an additional interested party or by a certificate of insurance as well as IRS 1099 and W-9 forms, as applicable.
3. Adequate adult supervision must be provided for all youth and children's activities.
4. All groups using the Church are expected to leave the facilities in the same condition as found or better.
5. Reimbursement for use of St. Martha's Church facilities for other than St. Martha's programs will be in accordance with the **FEE SCHEDULE**. Exceptions to this schedule may be made at the discretion of the Rector or designee.
6. Smoking or use of tobacco products is prohibited on Church property.
7. Adults and children attending events must stay in the area of the Church assigned to the event.
8. The user is responsible for providing their own technology (laptop, projector, DVD player, and the like).
9. The Facilities Administrator's time begins one hour in advance and ends at least one hour after the event ends to allow time for set-up and clean-up.

RESTRICTIONS:

The following restrictions apply to use of St. Martha's administrative facilities in addition to the specific exclusions as to type of group and use stated previously.

1. Use of the church sanctuary and chapel is only with specific consent of the Rector or designee.

2. Use of the organs, pianos, and other musical instruments is only with written permission of the Director of Music.
3. The Facilities Administrator must approve movement of furniture or equipment. The church does not provide flowers, decorations, tablecloths, punch bowls, tableware, or other such equipment. These are the responsibility of the User.
4. The kitchen is a catering kitchen only. No cooking or preparation of food may be done on the premises. However, food or drink may be served; this may occur only in those rooms having kitchen facilities or those specifically permitted in the Agreement. The kitchen must be cleaned afterwards by the User.
5. The Facilities Administrator must approve any use of audio-visual equipment. A fee may be charged depending on the type of equipment used.
6. Community groups other than those supported or sponsored by St. Martha's may not serve alcoholic beverages of any kind. St. Martha's-sponsored groups may serve wine, beer, or champagne along with alternative non-alcoholic beverages. (***See ALCOHOL POLICY.***)
7. The Facilities Administrator must approve flowers/decorative arrangements.
8. The Facilities Administrator must specifically approve the use of candles or any other flammable devices in church facilities.
9. In the case of wedding receptions, arrangements and plans for decoration must be coordinated with the Facilities Administrator least one month prior to the reception. Caterers are responsible for preparing the space and cleaning up afterwards.

AVAILABLE FACILITIES:

- McKinstry-Lighthipe Hall
- Jonathan Rojewski Conference Room
- Church sanctuary*
(Requires specific consent of Rector or designee)

Facilities are available Monday through Friday from 8:00 a.m. until 9:00 p.m. and on Saturdays until 12 Noon unless special arrangements are made with at least 4 weeks advance notice. The facilities are reserved on Sundays for St. Martha's programs and events and regular events of groups sponsored by St. Martha's.

KITCHEN USE AND FOOD SERVICE: Use of the kitchen and food service facilities is limited to St. Martha's programs and events with the following exceptions:

1. Receptions and special events related to weddings, funerals, and other religious services for individual members of St. Martha's.
2. Meetings and events of community groups sponsored by or supported by St. Martha's.
3. Diocesan events.

OTHER PROVISIONS: for use of the kitchen and food service facilities include:

1. Use of the kitchen facilities is limited to warming and serving food as opposed to cooking and/or other food preparation activities.
2. The Facilities Administrator must specifically schedule and approve arrangements for use of the kitchen and food service facilities.
3. Use of a caterer is required, depending on the nature of the use of the food service facilities. Caterer must be identified and references provided. Caterers not familiar with the St. Martha's facilities are encouraged to visit prior to the event. Caterers and other contractors will be required to provide proof of insurance, a 1099 form, a W-9 form, and enter a liability agreement with St. Martha's. Caterers must provide all necessary items for the event, including but not limited to tables, chairs, linens, paper products, serving dishes, and flatware.
4. A Facilities Administrator may be assigned to oversee User's room setup and cleanup for which an additional fee will be charged for other than St. Martha's programs and events.
5. Church china, silverware, and cooking utensils are only available for St. Martha's programs and events.
6. Organizations using the kitchen are responsible for providing all food and supplies.
7. Those using the food service area are expected to leave the area clean and ready for use by the next group. Trash is to be taken to the outside dumpsters. A deposit of \$250.00 is required for usage of the facilities.

ADMINISTRATION:

1. **THE FACILITIES ADMINISTRATOR**, designated by the Rector or Vestry, handles administration of church facilities within this framework of policies and procedures. Application for use is arranged in writing through the parish office using a form specified by the Facilities Administrator. When possible, applications should be submitted at least 4 weeks prior to the intended event. Completed reservation confirmation forms (along with payment) should be returned within 10 days of the date of application. Activities will be placed on the church calendar when approved by the Facilities Administrator. However, in every case, the judgment of the Rector or designee shall be final with respect to use of parish facilities.
2. **WEDDINGS:** Please contact the Rector regarding the scheduling of weddings at St. Martha's and parish policies related to weddings.
3. **FUNERALS:** Please contact the Rector regarding the scheduling of funerals at St. Martha's
4. Room setup and needed equipment will be arranged at the time of the request and accomplished by the Facilities Administrator staff at the time of the event.
5. Reimbursement for use of St. Martha's facilities for other than St. Martha's programs and events will be in accordance with the FEE SCHEDULE. *Exceptions* to this fee schedule may be made at the discretion of the Rector or designee.

SECURITY:

1. The Church is not responsible for the loss of any personal items. If an item is lost, it may be at the Church Office.
2. User groups must restrict all activities to those assigned areas for which permission is given for use.

SEE ALCOHOL USE POLICY, FEE SCHEDULE and AGREEMENT FORM.

November 27, 2017

ST. MARTHA'S EPISCOPAL CHURCH
MAPLEWOOD & PENNSYLVANIA AVENUE
P.O. BOX 1478
BETHANY BEACH DELAWARE 19930
OFFICE; 302-539-7444

AGREEMENT
Please PRINT

Day/Date of event: _____

Time of event: _____

Space(s): _____

Estimated Number: _____ Time of Reception: _____

Reception at Church: _____ Estimated Number: _____ Time of Reception: _____

Full Name: _____

Home Phone: _____ Cell phone: _____

Mailing address: _____

Email address: _____

Dated: _____

Full Name: _____

Signature: _____

Home Phone: _____ Cell phone: _____

Mailing address: _____

Email address: _____

Dated: _____

We have read the WEDDING, FACILITY USE, FEE SCHEDULE, AND ALCOHOL POLICIES OF ST. MARTHA'S EPISCOPAL CHURCH and agree to abide by them. St. Martha's Episcopal Church,

consents to the use of the indicated space(s) by the above named person(s), with the following understandings:

1. The User is solely responsible for the conduct, behavior, and actions of its members, guests, agents, suppliers, contractors and subcontractors. Absolutely NO smoking is permitted in St. Martha's buildings or on St. Martha's property, including the parking lot. Beer and wine are permitted with advance notice and approval. No hard liquor is allowed at any time.
2. The User is solely responsible for compliance with fire and public safety laws.
3. The User is solely responsible for property damage to any Church facilities (inside and out), its furnishings and equipment.
4. The User may access the space(s) one hour in advance of the beginning of the event unless advance arrangements have been made. The Facilities Administrator's time begins one hour in advance and ends at least one hour after the event ends to allow time for set-up and clean-up.
5. The User will hold harmless and reimburse St. Martha's Episcopal Church, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees, and costs by reasons of liability imposed by law upon the Church, its elected or appointed officials or employees for damages because of personal or bodily injury, including death, at any time resulting therefore, sustained by any person or persons and on account of damage to property including loss of the use thereof, arising out of or in consequence of this function, whether such injuries to persons or damage to property is due to the negligence of the User, the employees, agents, guests, suppliers, contractors, or subcontractors of the User, the Church, The Diocese of Delaware, their employees or agents.
6. The User is responsible for providing their own technology (laptop, projector, DVD player).
7. Please refer to the FACILITY USE Policy Addendum, incorporated herein.
8. Please refer to the KITCHEN USE Policy Addendum and fees, incorporated herein.
9. Please refer to the FEE SCHEDULE, incorporated herein.
10. Please refer to the WEDDING POLICY ADDENDUM, incorporated herein.

St. Martha's Episcopal Church representative

Date

User

Date

User

Date

USE OF CHURH FACILITIES FEE SCHEDULE

<u>FACILITY</u>	<u>FEE</u>
Church Sanctuary	\$150.00 per hour
McKinstry-Lighthipe Hall	\$150.00 per hour
Jonathan Rojewski Library/conference	\$ 50.00
Kitchen	\$100.00 depending on time

Plus deposit of \$250.00 which may be refunded if the kitchen is clean after use.

Facilities are available Monday through Friday from 9:30 AM until 9 PM and on Saturdays from 9:30 AM until 12 PM unless special arrangements are made with at least four weeks advance notice. *After hours funeral receptions are those taking place at 4 PM or later on weekdays or at 12 PM or later on weekends.

The facilities are reserved on Sundays for St. Martha's programs and events and regular events of groups sponsored by St. Martha's.

WEDDING FEES

DIRECTOR of MUSIC: \$175 Payable to Music Director

SOLOIST: \$150 Payable to Soloist.

TOTAL:

Wedding fees	\$ _____
Room Fee	\$ _____
Plus	
*cost of the Facilities Administrator (\$25/hour) estimated as follows:	\$ _____
*Room preparation/clean up	\$ _____
*Deposit-Minimum \$250.00	\$ _____