



BUILDING USE POLICY

Grace Episcopal Church

21 N Washington Street

Randolph, NY 14772

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POLICY REGARDING USE OF FACILITIES AT GRACE EPISCOPAL CHURCH

As part of our stewardship of the blessings provided us, the parish of Grace Episcopal Church provides use of our building and facilities to further the mission and ministry of God's kingdom, and to support the fellowship of its members and community in the greater Randolph area. Grace Episcopal Church does not rent the use of our building.

Permissible uses of our building include, but are not limited to: member family gatherings (birthday parties, showers); community events and town meetings; social group meetings (such as scouting); healthcare and wellness (blood drives, nursing training, 12-step programs, yoga, Tai Chi). Church property may also be used for church-sponsored for-profit community activities, such as vendor fairs or fund raising events, and other for-profit activities that benefit the community or church.

The policy for use of Grace Episcopal Church buildings is set forth as follows:

BUILDING USAGE SCHEDULING

1. All use requests are granted at the sole discretion of the Rector and/or Wardens(s) of the Church. For simple uses, this may be a verbal request. At their discretion, the Rector and/or Warden(s) of the Church may request that the User complete a written *Building Use Application* which details specific usage. This application will be kept on file in the church office until the conclusion of the User event.
2. Requests for on-going and regularly scheduled usage must be accompanied with a written *Building Use Application*. All ongoing requests will be reviewed annually in September of each year.
3. Permission to use specific areas of the Church at specific times does not include the right to use other areas of the church or to use supplies or equipment contained in these areas unless such permission is expressly granted by the Rector or Warden(s). This applies items such as use of musical instruments, audio-visual equipment or sound systems, flip-chart paper, or church office equipment. No furniture or church equipment may be moved from one room to another without prior approval from the Rector or Warden(s).

4. Use of the sanctuary does not provide permission to be used for weddings or other similar events. All uses of the Sanctuary must be pre-approved by the Rector. Church sanctuary furnishings will remain in their usual Sunday configuration unless previously arranged with the Rector.
5. If Church staff will be responsible for coordinating setup, the needs for such setup must be determined no later than one week prior to the event.
6. The Church reserves the right to change or reschedule a User's event due to the ministry needs of our congregation. This right would only be exercised after due consideration of all the factors involved, and with ten (10) day notification to the User.
7. The User shall give the Church at least five (5) days notice of cancellation.

INSURANCE & SECURITY

8. All Users not affiliated with the Church or sponsored by the Church are requested to furnish a valid *Certificate of Liability Insurance* naming Grace Episcopal Church, Randolph, New York, as additional insured or a proof of their homeowner's insurance policy with a minimum liability coverage of \$300,000, by providing a policy number.
9. Typically a designated Church representative will provide access to the building and close up. If the User requires a building key, a *Building Use Application* must be completed and a key will be issued. After the event, this key must be returned to the Church office on the next business day during office hours. Users are responsible for making sure the building is secured, all lights turned off, and all windows and doors closed and locked.
10. The User is responsible for any security protection needed.

FOOD & BEVERAGE

11. The Church maintains a drug, alcohol, and smoke free environment.
Alcohol may not be served at any event on the Grace Church campus.
Smoking is not allowed in any area of the Church building at any time.
12. If food and beverages are part of the event, they must be restricted to the specific space noted in the agreement.
No food or beverage is allowed in the Sanctuary at any time.
13. Coffee, other refreshments, and all paper and other disposable products must be provided by the User. For ongoing use, arrangements may be made with the parish office for storage space for such products. The Church is not legally or financially responsible for any items stored or left on Church property by Users.

CARE OF PROPERTY

14. Decorations must not damage the property or furnishings in any way. Do NOT use tape or adhesive fasteners on painted walls. The use of glitter is strongly discouraged. The User must remove all decorations from the premises when finished using the property.

15. Users are responsible for leaving the property in the same (or better) condition that it was found in. All furniture and equipment must be returned to its customary places, the kitchen left in a clean condition, dishes washed and put away, floors swept. If the dishwasher is used, it should be loaded and started.
16. Users are responsible for removing all trash from the premises.
17. The User is responsible for all loss or damage to Church property during periods they are using the property. In case of accidental damage and/or personal injury, the User is to inform the Church immediately. The User agrees to reimburse the Church for damages to any part of its premises, fixtures, equipment and furnishings due to any act or omission of any of the User's employees, members, licensees or invitees.

CONDUCT

18. The User and guests shall at all times conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property or the use of space. The Church may make such rules and regulations as in its judgment may be helpful for the safety, care or cleanliness of the building and for the preservation of good order therein.
19. The User and guests of property of the Church are reminded of the Episcopal Church's policy that all persons are welcome without regard to age, race, gender, sexual orientation, disability, nationality, religion or creed. Deviations from this policy must have the pre-approval of the Rector.
20. Users that do not comply with these rules and regulations will forfeit the future use of the Church property.

GRATUITY

21. Though the use of our facility is provided free-of-charge, such use is not without cost to the Church. The User is encouraged to make a generous donation to the Church in appreciation for the use of this facility. Such a donation is gratefully received.

Adopted by the Vestry of Grace Episcopal Church on 18 December 2018

BUILDING USE APPLICATION
Grace Episcopal Church • Randolph, New York

Date of request _____ User _____

Church Member Community Group For Profit

Address _____

Primary Contact _____ Telephone _____

Email _____ Cell Phone _____

Date(s) of event _____ Time(s) _____ One-time Ongoing

Estimated attendance: _____ Will food be served? _____

Caterer: _____ Contact info: _____

Event description (as it should appear on Church calendar): _____

Room(s) requested:

Parish Hall Undercroft Classroom(s) Nursery Kitchen Sanctuary

Insurance Carrier (& Homeowners Policy #) _____

Special Needs /Setup Requests: _____

Office Use Only

Request approved by: _____ Date: _____

Key issued to: _____ Date: _____

Key returned by: _____ Date: _____

**BUILDING USE AGREEMENT
and
WAIVER AND RELEASE OF LIABILITY
Grace Episcopal Church • Randolph, New York**

I agree to represent the below named group with which I am affiliated, with respect to all matters concerning use by the members of stated group of the facilities owned by Grace Episcopal Church, 21 N Washington Street, Randolph, New York.

I have read the *Policy Regarding Use of Facilities at Grace Episcopal Church* and agree to observe that policy.

I further agree to be responsible for any damages incurred to Grace Episcopal Church facilities and furnishings, and agree that the Church will not be held responsible for property, personal or otherwise, left on the premises.

In consideration of the permission extended to me and the group I represent by Grace Episcopal Church of Randolph, New York, to use the facilities owned by the Church, under terms as outlined in *Policy Regarding Use of Facilities at Grace Episcopal Church*, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against Grace Episcopal Church, its members, rector, vestry, wardens, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify Grace Episcopal Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Signature

Date

Name (print)

Group Name ("User")

Address

Telephone

Email address