

**St. Paul's Episcopal Church
Batesville, Arkansas
Parish Hall Usage Policy**

Date Issued: April 16, 2009

Purpose: This document outlines the policies and procedures regarding the use of the St. Paul's Parish Hall.

Policy:

The primary purpose of the St. Paul's Parish Hall is for the social development and fellowship of the parish community. It is a facility in which parish meetings, educational and social programs may be conducted. The Parish Hall is in existence expressly for this purpose. The hall's secondary purpose is to provide facilities to non-parochial groups who wish to use the hall for spiritual, religious, or secular purposes consistent with the overall goals of the parish. It is expressly stated that permission to use the hall shall not be construed as endorsement of the non-church group. The use of the hall is encouraged so that the parish may grow as a faith community.

Procedures:

Reservations for use of the hall must be made to the Parish Office, either in person or by calling 870-793-2203. A completed and signed "RENTAL CONTRACT FOR ST. PAUL'S PARISH HALL" along with the payment of applicable deposits and fees will be reviewed and approval granted or denied by the Rector or the Senior Warden.

The dates will be recorded in the central calendar book. In accepting reservations, preference will be given to parish groups. Every effort will be made to accommodate requests for the hall, but determination will be made as to group size, function, etc. Scheduling of parish buildings is very tight, and accommodations must be made for the next person or organization coming into the building after you. Requesting groups will be accommodated with priority given to (1) the operational needs and requirements of the parish, followed by (2) the making of every attempt to meet the needs of the requesting group. Other religious groups and secular groups whose values and goals are consistent with those of the parish are cordially invited to use the hall, provided a parish group has not already reserved it for the same time.

A fee shall be charged for the use of the hall by **non-parish groups**. These fees help to defray the actual expenses involved in operating the building during the time the event is held. Rates are listed below.

A two-hundred-dollar deposit (\$200.00) is required of all **non-parish groups** at the time of reservation. The deposit is fully refundable after a determination is made that the building, grounds, etc., have been left in their original condition. The premises should be returned to the same condition and room set-up as was found prior to entering the premises, as outlined later in this policy. **YOU ARE RESPONSIBLE FOR INSURING THE CLEANUP OF THE HALL, WHETHER YOUR GROUP PERSONALLY ACCOMPLISHES THIS OR HIRES SOMEONE ELSE.**

There will be no fee required for diocesan-sponsored activities.

Fees for any group may be waived at the discretion of the Rector or the Senior Warden.

Generally, any group charging a fee to participants of the event, or a profit-making organization, will be charged the regular rental fee.

Current rates are as follows: (ALL FEES SUBJECT TO CHANGE WITHOUT NOTICE)

Parish Groups or Registered Parishioners:

Parish Hall Onlyno charge
Parish Hall with Kitchen.....no charge

YOUR GROUP IS RESPONSIBLE FOR CLEAN UP.

Non-Parish Groups or Non-Registered Parishioners:

Parish Hall Only\$200.00 PER EVENT, NOT TO EXCEED ONE DAY
Parish Hall with Kitchen\$250.00
Parish Hall for Wedding Receptions and other social events \$250.00
Damage Deposit due at time of reservation (refundable)..... \$200.00
The deposit will be refunded if cancellation is made at least one week prior to the reservation.

YOUR GROUP IS RESPONSIBLE FOR CLEAN UP.

These policies also apply to the equipment in the Parish Hall, i.e., utensils, other kitchen apparatus, tables, chairs, etc.

General:

No ornaments, plaques, decorations or hangings of any kind will be attached to the walls, doors, windows, etc. of the parish hall. Existing hangings in the hall are not to be moved without prior express consent. Special seasonal hangings will be subject to the express permission of the Rector or the Senior Warden. For the convenience of clean-up no confetti of any kind is allowed. For the safety and security of the parish hall's visitors, objects blocking the windows and doors will not be permitted, even on a temporary basis.

Set-up and take-down of tables and chairs is the responsibility of the person reserving the parish hall. If tables and chairs are not returned to the same condition as before the event, then the deposit will be forfeited.

The person reserving the parish hall accepts responsibility for any damages to equipment, hall or grounds and agrees to pay for such damages.

Smoking is NOT permitted inside the parish hall.

Parish Policy on Alcohol Use:

The use of alcohol in the Parish Hall.

The Episcopal Church has never endorsed the prohibition of the moderate, adult enjoyment of beverages containing alcohol. Scripture offers Jesus' example of the presence of wine at a wedding party in his first miracle at Cana of Galilee and at the Last Supper when he instituted the Holy Eucharist. Hebrew tradition honors wine as a gift from God when used moderately in accordance with the purposes of the Creator. The following guidelines will direct the enjoyment of alcoholic beverages at Church functions within the life of St. Paul's Parish, as well non-parish functions held in the Parish Hall.

1. Alcohol is to be served only after receiving permission from the Rector or Senior Warden.
2. All applicable Federal, State and local laws are to be obeyed, including those governing the serving of alcohol to minors.
3. Alcohol is not to be consumed by adults at events primarily designed for children or youth.
4. Alcoholic beverages and food containing alcohol must be clearly labeled as such and supervised by a mature person who is given the sole responsibility of serving the alcohol. Unsupervised access (i.e. Champagne fountains) to alcohol is not allowed.
5. Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal attractiveness and accessibility.
6. The service of alcoholic beverages should not be publicized as an attraction of the event (i.e. "Shrimp & Beer, Wine & Cheese").
7. Chemical usage other than alcohol is forbidden.
8. Only moderate consumption of alcohol is allowed. The sponsors or organizers of

the event assume responsibility for the safe travel of anyone who might become intoxicated.

9. Food appropriate to the occasion should be offered to prevent anyone drinking on an empty stomach.

10. Only champagne, beer or wine may be served.

11. Alcoholic beverages cannot be sold.

12. Alcoholic beverages shall be limited to consumption **INSIDE** the parish hall.

Permission to serve or consume alcohol in the Garden or on the South-West Lawn must be granted by the Rector or the Senior Warden. Otherwise, carrying open containers on the parish grounds is strictly prohibited.

13. All alcoholic beverages will be removed from the church immediately following the event.

Event:

The following specific responsibilities must be accomplished by the responsible person at the event before leaving the premises:

KITCHEN CHECKLIST:

- _ Trash cans should be emptied. All bags need to be tied and placed in the trash bins located outside the rear kitchen door.
- _ Insure that all kitchen equipment is properly turned off for safety reasons.
- _ Insure coffee urns/makers are unplugged.
- _ Insure that sinks are empty and clean.
- _ Spilled food, food particles, crumbs, etc. should be picked up or cleaned up at the time of the incident.
- _ All cabinets, countertops, and tables will be wiped clean.
- _ Dishes will be washed, dried and put away.
- _ **No one will be permitted to use the dishwasher without prior orientation as to proper operation.**
- _ Any refrigerated food left over will be disposed of immediately.
- _ All kitchen equipment belonging to the parish will remain on the premises. Do not remove the kitchen equipment from the premises.

PARISH HALL CHECKLIST:

- _ Sweep and wet mop the area as necessary.
- _ Insure all small appliances are unplugged.
- _ Close and lock all windows and doors.
- _ Turn out bathroom lights.
- _ Set the heat/air conditioner to appropriate setting for the outside weather conditions.
- _ Insure that the tables and chairs were left as you found them.
- _ Hall must be cleared of belongings of the organization using it immediately after the event is over. St. Paul's will not be responsible for any articles left after the event.
- _ Insure the security of the parish hall by properly securing all doors. Test all doors before you leave!

The event must end in time for the Parish Hall to be empty and cleaned by 11:00 p.m.

You are responsible for cleaning up and returning everything to its pre-event condition. Your cooperation in leaving the hall in a clean and tidy condition insures the hall is available for the next user.

Contacts: **Kevin Jackson**, St. Paul's administrator --- 870-793-2203

_____, St. Paul's priest-in-charge --- 870-

Alan Bufford, St. Paul's senior warden --- 870-834-2244

Anthony Milam, St. Paul's junior warden --- 870-307-7784

RENTAL CONTRACT FOR ST. PAUL'S PARISH HALL

The St. Paul's Parish Hall damage deposit and rental fee (as is applicable) is to be **paid at the time this contract is signed. Upon receipt of the damage deposit and rental fee, this contract will be subject to approval by the Rector or the Senior Warden. Only then will the event will be scheduled.** Checks must be made payable to St. Paul's Episcopal Church.

APPLICANT

ADDRESS

PHONE _____ (home) _____ (work)

_____ (cell phone)

RESERVATION

DATE: _____

TYPE OF

EVENT: _____

TIME _____ (from) _____ (to)

NUMBER OF PEOPLE EXPECTED _____

PARISH HALL ONLY RENTAL FEE _____ \$200.00 per event, not to exceed one day

PARISH HALL WITH KITCHEN FEE _____ \$250.00

PARISH HALL FOR WEDDING RECEPTIONS
AND OTHER SOCIAL EVENTS _____ \$250.00

DAMAGE DEPOSIT _____ *\$200.00

WILL THERE BE WINE, BEER. OR CHAMPAGNE ON THE PREMISES?
____ (No) _____ (Yes)

TOTAL AMOUNT TO BE PAID _____

* Damage deposit may be refunded after inspection.

ADDITIONAL REQUESTS OR CONSIDERATIONS REGARDING YOUR EVENT:

I hereby submit that I have read and will comply with the policy and procedures accompanying this contract. Any violations may result in immediate shutdown of the function and/or police involvement and damage deposit will not be refunded.

Person Responsible for the Event

Date

St. Paul's Episcopal Church Representative

Date

PLEASE RETURN WITH APPLICABLE FEES TO:

St. Paul's Episcopal Church
424 East Main Street
Batesville, Arkansas 72501
Office phone: 870-793-2203