



## ST. MARY'S FACILITIES USAGE POLICY

*Our Mission:* To worship God, love our neighbors, and spread the word.

**I. Purpose** – the physical plant of St. Mary's is a valuable asset, to be used for furthering God's plan and purpose, as defined in our statement of Mission. Usage of these facilities is routinely scheduled to meet the needs of the various organized ministries of the church.

We open our facilities to other believers and for programs that may supplement the ministries of the church. We also make our facilities available for community activities. We do so to provide a service to the community, and to encourage people to view St. Mary's as a place where people care.

Long-term usage is reviewed regularly, in light of the needs of church ministries. While every effort will be made to ensure that outside usage will not conflict with the organized programs of St. Mary's, such conflicts may not always be preventable. We ask ministry leaders to respond to our guests graciously, and where conflicts do occur, adjust their plans appropriately to accommodate others.

The staff of St. Mary's is responsible for approving building usage, under the terms of this Facilities Usage Policy. All comments and questions should be directed to [administrator@stmarysepisc.org](mailto:administrator@stmarysepisc.org) or the church office at 336-886-4756.

**II. Policies** - The following policies apply to the use of St. Mary's Episcopal Church facilities:

1. The primary purpose of the church facilities is for the organized ministries of the church.
2. Biblical principles and standards of conduct govern the use of church facilities. Activities that conflict with the moral or doctrinal position of the church are not permitted.
3. Programs held at St. Mary's are to be consistent with the values of the church. Church staff has discretion over the appropriateness of content for such programs.
4. All weddings are scheduled directly through the Pastoral Staff. Weddings are solely approved for persons who are members of St. Mary's. Questions about wedding plans and decorum will be handled directly by the Rector.
5. Funerals or memorial services follow the same policy as listed above for weddings.



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6. It is our custom to allow usage by groups which serve our local community, for the purpose of building connections with them. Approval for use of church facilities by outside groups will normally be confined to non-profit groups which are service-oriented or community-type groups. Private clubs, professional groups, political and activist groups will not normally be granted permission to use church facilities even if non-profit. For-profit or other organizations which are commercial in nature will not normally be granted permission to use church facilities. All outside groups which use church facilities must designate a responsible representative.
7. Personal usage by regular attendees of the worship services of St. Mary's is permitted (for birthday parties, anniversaries, etc.) on a not-to-interfere-basis with other uses.
8. It is not our normal practice to approve personal usage by persons who are not members of St. Mary's.
9. Event spaces will be reserved on a first-come first-serve basis in accordance with the priorities established herein, which church programs taking precedence in every case. There may be occasions when an activity will need to be relocated to a different room or rescheduled because of an unscheduled service, e.g., memorial or funeral service. Use of church facilities is assigned priority in the following order:
  - a. Activities which are congregational in nature.
  - b. Activities of groups which are part of the congregation.
  - c. Activities of outside groups which include a member or members of the congregation.
  - d. Activities of outside groups which have no relation to the congregation.
10. Users of St. Mary's facilities are to respect our faith. Groups separate from the church which use our facilities should not obstruct or remove from sight any material that expresses our mission or beliefs.

**III. Guidelines for Use of Facilities** - Requests must be made in writing to the church office, using a *Facility Use Request Form*. This includes the use of any part of church property, including the van. Acceptance of a request form by St. Mary's does not constitute approval; every effort is made to evaluate schedule and other impacts promptly, and to determine whether an activity is approved or denied.

NOTE: Use of the church van is governed by a separate policy. For liability insurance reasons, van usage is not permitted by groups outside the congregation.



## GUIDELINES FOR USE OF CHURCH BUILDING FACILITIES

- ❖ Requests for use of any and all facilities of St. Mary's must be made in writing, using a *Facility Use Request Form*. This includes the use of any part of church property, including the church van.
- ❖ Request form is to be submitted to the church office no later than four (4) weeks prior to your event.
- ❖ The total amount of the security deposit must be paid in full at the time of contract signing.
- ❖ Date and time of all facility use must be scheduled with the church office for placement on the church calendar. Facilities may be reserved up to a year in advance for church related purposes. Outside groups may reserve space up to a year in advance with a tentative status; at 6 months out, event will be locked in if there are no conflicting parish events (which will take precedence). In the event of a conflict, St. Mary's Episcopal Church reserves the right to cancel, postpone or move any function if it is anticipated that it will interfere with worship service or any special functions.
- ❖ Rental fees will apply for any use of church facilities. The balance of the rental fee is due two weeks prior to the event. Failure to pay within the allotted time before the event will result in a loss of funds paid to date and cancellation of the reservation.
- ❖ Smoking is strictly prohibited in church buildings. Smoking on the premises is only permitted at the designated smoking area behind the Education Building. All cigarette butts must be disposed of properly in the receptacle.
- ❖ Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on church property.
- ❖ Children shall be under adult supervision at all times, within the approved area of use.
- ❖ Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- ❖ Members of the using group will not go into areas of the building other than those which this agreement covers. Use of the closest toilet facilities is permitted.
- ❖ Groups using any area will be responsible for leaving it clean and in the same condition in which it was found. If such area is not left as it was found, an additional fee will be incurred and will be deducted from the security deposit. The fee schedule will apply to all events for proper clean-up upon the conclusion of activities on the premises.
- ❖ No loitering in the parking areas or grounds before or after an event will be permitted. The premises must be vacated promptly at the conclusion of an event.
- ❖ All events must conclude by 10:00p.m. due to neighboring residential properties. Exceptions will be made in the event of a wedding reception, at which 11:00p.m. will be the cut-off time.
- ❖ If the building is not in use when finished with your event, please check that all doors are locked, windows are closed, and lights are off.



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- ❖ Any policies that are not followed will result in forfeiture of security deposit.
- ❖ If you wish to have the thermostat(s) adjusted during regular church business hours, please let the office know and we will be happy to make the adjustments for you. If your event is after hours, please make arrangements during the day to have the thermostat set before your arrival.
- ❖ Moving of any existing furniture must be pre-approved by the church office. All equipment and furnishings that are moved shall be returned to their proper places, following use of space.
- ❖ The kitchen is used for food service for church and church-sponsored meetings and events. It is not available for use by outside groups without prior permission. Any exceptions will be determined by the church office; however, kitchen use will only be authorized for those events where a St. Mary's trained kitchen volunteer will be on-site. Such will be subject to availability. Any such groups will strictly follow the kitchen guidelines set by the church.
- ❖ Displays and indoor decorations should be limited to those that are free standing or can be placed on tables or bulletin boards. No hanging, taping, stapling, tacking, or gluing of any materials on the interior or exterior walls of the buildings will be permitted. For wedding events, no rice, birdseed, glitter, confetti, liquid string, flower petals, etc., or other objects may not be used and/or thrown in or on the premises.
- ❖ Audio Visual equipment use will only be permitted for those events where a St. Mary's authorized user will be present. Such will be subject to availability.
- ❖ Any damage to facilities, furnishings, grounds or equipment will be repaired at the expense of the using organization/person. Such expenses will be deducted from the security deposit. Overages above the security deposit will be billed to the responsible party of the group and excesses, if any, will be refunded within two weeks after the conclusion of the event. If no damages are found, the full amount of the security deposit will be refunded.
- ❖ Accidents affecting persons or property must be reported immediately to the church office.
- ❖ Parking for all events will be permitted in the designated areas. There is a lot behind the church located on Hillcrest Dr. Security is not provided for our lots, nor is St. Mary's Church responsible for any losses/damage that may occur from any vehicle parked on church grounds.
- ❖ A security person will be required for groups over 250 people. The expense will be paid by the person renting the space at a rate of \$25 per hour.



## SCHEDULE OF FEES

### Categories:

**Group A** – Any group or ministry team established by St. Mary's Episcopal Church that is accountable to one of our ministry areas.

**Group B** – Those external organizations whose mission and vision are closely aligned with St. Mary's mission, vision, and values, which receive annual support from St. Mary's through the operating budget.

**Group C** – Those external organizations whose mission and vision are closely aligned with St. Mary's mission, vision, and values but do not receive annual support from St. Mary's through the operating budget. (religious based)

**Group D** – Other community organizations whose mission and vision contribute to the strengthening of our neighborhood and High Point community. These organizations must contact the church office for further information.

### SCHEDULE OF FEES

EVENT SPACE	SECURITY DEPOSIT	GROUP A	GROUP B	GROUP C	GROUP D	JANITORIAL DEPOSIT/FEE
Parish Hall	\$150	No Fee	No Fee	\$45	\$60	\$150
• Theater Seating – Capacity						Depending upon use of space
• Banquet Seating – Capacity						
Nave (Sanctuary)						
• Capacity - 266	\$150	No Fee	No Fee	\$65	\$80	\$100
Basement	\$150	No Fee	No Fee	No Fee	No Fee	\$50
Kitchen Use Fee	\$150	No Fee	No Fee	\$50	\$75	\$50
AV Use Fee	\$150	No Fee	No Fee	\$50	\$75	-----

Events over 250 people will be required to have a security person at the rate of \$25/hour.

\*\* Rental fees are per day.



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# FACILITY USE REQUEST FORM

### ACTIVITY INFORMATION

**Activity:**

**Date(s):** (mm/dd/yy)

**Time(s) of Event:**

**Number of People Expected:**

**Time(s) access required for setup and breakdown:**

**Category of Organization (select one):**

- Church function       Chartered group function (Scout Troop /Venture Crew)  
 Non-profit organization with church sponsor       Church member private function  
 Non-affiliated, outside the church, For-profit group with church sponsor

**Rooms(s) Requested:**

Church Building -       Parish Hall     Kitchen     Sanctuary     Basement

Community Life Center -  Great Hall     Kitchen     Chapel     Community Room 1     Community Room 2

Community Room 3a     Community Room 3b     Community Room 4

Education Building -     Common Room E-101     E-115     E-201     E-205     E-210

Other (Please Specify): \_\_\_\_\_

**Equipment Requested:** NOTE: Please write number needed beside each item checked.

Round Tables #:       Rectangular Tables #:       Chairs #:

Audio Visual Equipment (specify): \_\_\_\_\_

**If Kitchen Use is Requested Please Specify Needs:**

serving counter only     refrigeration     stove & oven     dishwasher     ice machine     place settings     linens

### GROUP INFORMATION

Group/Person Making Request:

Responsible Party:

Address:

Phone:

Contact Person for Group (If Other Than Responsible Party):

Address:

Phone:

I have access to the building(s)       I will need access to the building(s)

### AGREEMENT

I have read the conditions outlined on the *Guidelines for Use of Facility* form and agree to abide by same, and to make every effort to ensure that our guests do likewise, if we are permitted the use of these facilities.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date



## WRITTEN RELEASE FORM FOR USE OF ALL FACILITIES & AGREEMENT ACKNOWLEDGEMENT

\_\_\_\_\_, hereinafter referred to as user, acknowledges receipt of and agrees to the attached Facility Use Policies & Guidelines. User agrees to be responsible for the proper care of St. Mary's Episcopal Church facilities, and agrees to pay any damages caused by, or as a result of its use of the facilities. User further agrees that during its use of the facilities, it will indemnify and exonerate and hold St. Mary's Episcopal Church harmless from any and all liability, and from all claims for damage, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of the user, or any other person, occasioned by, or resulting from the use of the property by the user. Please report any and all damage to the church office promptly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_



### KEY/CARD AGREEMENT

Receipt of keys carries implied responsibility. Should there be any vandalism, theft, or illegal use of premises, the bearer of a key to the facility may be suspect to such activity. Following is a list of rules which must be followed:

1. Lock all doors at the end of the function/meeting period which were found locked at the beginning of the function/meeting period, if applicable.
2. This key/card must not be loaned to anyone, under any circumstances.
3. This key/card must not be duplicated, altered, or physically damaged. Please do not deface the card in any fashion or place any identifying information on this card.
4. Temporary Keys must be returned immediately upon function/meeting completion, if the termination time is during church business hours. If after business hours, the key must be returned the following business day.
5. By possession of this key/card, the carrier agrees to be responsible for the security of the identified facility.
6. All keys/cards are property of St. Mary's. Keys/cards must be returned upon the conclusion of your official business on the premises.
7. Failure to lock areas at the end of the day could result in the loss of key/card privileges. Loss of a key may necessitate re-keying of an entire building and can be costly. This cost will be charged to the group/individual who has signed for the key.

I have read the above regulations and agree to all stated conditions.

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**Representative Signature**

**Date**

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**Printed Name**

**Group Association & Use Dates and Times**

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**Address**

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
**Phone Number** **Alternate Phone Number**

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**St. Mary's Representative**

**Assigned Card No.**