

Facility Use Policy

1. General

The facilities of St. John's Episcopal Church are designed and maintained to support the Mission and Ministry of the Parish, the Diocese, the Episcopal Church, and the larger Christian Church.

St. John's makes its facilities available to individual members of the Parish and Diocese, or to groups of such members, who want to use the building and grounds for certain **Routine Uses**. Examples of these uses are listed below. Such Routine Uses do not require the completion of a "Facility Use Request Form", but must be scheduled with the Parish Secretary and included on the parish calendar.

St. John's also makes its facilities available for certain one-time and ongoing **Exceptional Uses**, which are deemed to be supportive of St. John's ministry in the local community, and are ones in which St. John's is an active partner. Examples of ongoing Exceptional Uses are listed below. Other similar activities may be permitted with the explicit approval of the Rector or the Vestry, provided they meet the criteria mentioned in this paragraph. The Rector or Vestry reserve the right to grant or withdraw the privilege of facilities use for these purposes at any time. All one-time Exceptional Uses require the completion of a "Facility Use Request Form". If approved, the one-time Exceptional Uses must be scheduled with the Parish Secretary and included on the parish calendar. "Building Use Agreements" will be used for all approved ongoing Exceptional Uses.

St. John's **does not** make its facilities available to the general public for use in secular activities, either free of charge or in return for space rental fees. Only those activities deemed to be supportive of St. John's ministry in the local community, and are ones in which St. John's is an active partner, are permitted.

Both for Routine and one-time Exceptional Uses, space will be reserved on a "first-come-first-served" basis. In the event of a conflict over space, it will be the responsibility of the meeting organizers to reconcile such conflicts and inform the Parish Secretary of any changes in schedules.

2. Routine Uses

Examples include :

- Worship services
- Christian education
- Christian fellowship
- Prayer and reflection in the Nave or Chapel
- Study and research in the Parish library
- Weddings and receptions
- Funerals and receptions
- Meetings and functions of church-sponsored ministry groups
- Meetings of church leadership (Vestry and Committees)
- Sponsored Youth activities
- Fund-raising activities to the benefit of St. John's and its ministries

3. Exceptional Uses

Examples include:

- Alcoholics Anonymous
- Boy Scouts
- Emergency Food Pantry Network Board Meetings
- Girl Scouts
- Local Genealogical Society
- Local Gun Violence Prevention Group
- Local Quilting Group
- St John's Episcopal Preschool
- Parishioner Personal / Secular Event (one-time use)

4. Responsibilities of Users

All individuals and groups making use of St. John's physical facilities are expected to follow these guidelines:

- Verify the space is available with the Parish Secretary
- Submit to the Parish Secretary a completed "Facility Use Request Form", if required
- Give adequate advance notice and reserve the space
- Arrange for set-up of furniture or equipment required
- Clean up after themselves or arrange for clean-up when finished

- Special permission and arrangements are required to use the kitchen to prepare and serve food, to meet local health code requirements

5. Fees

The parish office has a schedule of fees for weddings and receptions. Routine Uses of the facilities by members of the parish or diocese are free of charge. One-time Exceptional Uses of the facilities may be charged appropriate fees to reflect time spent by parish staff or out of pocket costs to the parish. These charges will be determined by the Rector or Vestry at the time the event is authorized. Fees for ongoing Exceptional Uses of the facilities will be determined in each "Building Use Agreement".

6. Alcohol Use Policy

Communion wine is permitted at all times for worship services.

However, beyond that, alcoholic beverages are only allowed, for the following limited exceptions:

- Wedding receptions are permitted to serve alcoholic beverages, limited to the amount required for one celebratory toast to the married couple
- Certain Christian fellowship events may serve modest amounts of wine or beer, as part of a meal only. Specific Vestry approval is required for each such event.

Organizers of receptions and events referred to in this paragraph are required to have and to strictly adhere to a written plan, acceptable to the Rector or Vestry, that details their steps to ensure that alcohol consumption is carefully controlled. Failure to submit such a plan to the parish office one week in advance of the planned event will result in cancellation of access to parish facilities.