

St. Peter's Church, Salisbury, MD

Parish Hall Use Policy

Approved by St. Peter's Vestry, June 28, 2017; amended January 24, 2018

Who May Use the Facilities

1. At times when the facilities are not being used by St. Peter's Church, the church may invite outside activities and parties to use these facilities.
2. Requests for scheduling the Parish Hall for day use are made through the Parish Secretary. Requests for multiple days or long term use are made by a separate contract. Preference is given to requestors in the following order: 1) other Episcopal churches and Episcopal organizations; 2) groups and associations of which St. Peter's has an interest or is a member; 3) members of St. Peter's Church for a private event; 4) local churches and religious organizations; 5) local nonprofit organizations; 6) civic organizations; 7) private individuals or events.
3. St. Peter's reserves the right not to allow the use of its property to any individual or organization. St. Peter's reserves the right especially to not rent its facilities to individuals and organizations for functions and activities that are opposed to the moral teachings, constitution and canons, and ethical standards of the Episcopal Church.

Fees, Deposits, Process for Reserving Facilities for Day Use

4. St. Peter's Church requires the payment of deposits and fees for outside groups and for individuals to use its facilities, which it publishes in advance and reserves the right to change prior to the signing of a use agreement. Such deposits and fees may be waived with the approval of the Vestry of St. Peter's prior to the event.
5. The Nonprofit Organization Meeting Fee is intended for short business meetings of non-profit, civic or religious groups lasting no more than 3 hours inclusive of set up and breakdown and does not include use of the kitchen. A person authorized to enter into contracts on behalf of the group, such as the Executive Director or pastor, signs the day use agreement. A parishioner discount does not apply for this rate.
6. All property use agreements are filled out, signed and submitted to the Parish Secretary in advance of the event. Such agreements include complete information about the user of the facilities, detailed information about the event, agreed upon charges, and signatures both from the user of the facilities and an official from St. Peter's. If the user is a church, nonprofit or civic association, the pastor or organization leader, or a person with authority to act for the institution, is required to sign the use agreement.
7. To reserve the facilities on the parish calendar for an event, the date requested must be available on the parish calendar, and both a signed use agreement and at least 50% of the use fee must be submitted. All remaining fees and deposits are to be paid in full prior to the event. Checks are to be made out to: *St. Peter's Church*.

8. The key deposit(s) are returned to the user of the facilities when the key(s) are returned. If key is lost, user is responsible for the reimbursement costs of key replacement and forfeits the key deposit. The cleaning deposit is returned to the user of the facilities once the facilities have been inspected, the cleanup was satisfactory and there were no damages; if the kitchen is being used, a separate kitchen deposit is returned to the user of the kitchen once the kitchen has been inspected, the cleanup was satisfactory and there were no damages or missing items. If the user does not claim the cleaning/kitchen deposit in person after the event, deposit is mailed to the user two (2) weeks after the function.

Parish Hall Use

9. In the Parish Hall, code regulations restricting the maximum occupancy of 240 persons are to be followed. If only the Parish Hall has been rented, event participants are welcome to use the downstairs restrooms but are not to use other facilities in the building.
10. Private individuals and events (#7 in paragraph 2 in section *Who May Use the Facilities* above) may use the Parish Hall until 12 midnight.
11. Use of the Parish Hall by the User is limited only to the day stipulated in the day use agreement. Requests to set up or clean up outside that time frame may be granted by the Rector, subject to the schedule of other events.
12. A check list for opening and closing the Parish Hall facilities is provided to the user, and the user agrees to follow the items for opening and closing the facilities.
13. Users are prohibited from the use of food, paper products and other items stored in the kitchen or storage closets. They are the property of the church and partner organizations and are not to be used without permission. Access to the main kitchen requires prior approval and an additional fee and deposit.
14. Decorations are not allowed to be hung from the ceiling, walls, ducts, or light fixtures.

Parishioner Discount

15. A parishioner of St. Peter's Church in good standing receives a 50% discount on user fees for private events in the Parish House. A different parishioner discount applies for weddings and funeral receptions so long as the wedding or funeral is conducted in St. Peter's Church—see 23b.

Use of Alcohol & Smoking

16. In order for alcoholic beverages to be served or consumed on the premises, proper permits and licensing are obtained by the user and express permission granted by the Rector prior to the use of the facilities.
17. Consumption of alcohol by minors and the serving of alcohol to minors are against state law and are strictly prohibited. Consumption of alcoholic beverages outside of the Parish Hall is illegal and prohibited.
18. All buildings and the courtyard are smoke free environments.
19. The use of alcohol, controlled substances and smoking is governed by the Parish's Alcohol/Drug

Policy.

Kitchen Use

20. Access and use of the main kitchen and appliances is allowed if it is part of the use agreement. Use of the church china, glassware and flatware is prohibited, unless separate permission is granted in writing. Kitchen users may have the use of the refrigerator, but the taking of food found in the refrigerator is prohibited. Dishes, pots, pans, utensils and other cooking implements used are to be washed and returned to their proper places, kitchen surfaces wiped down, floors mopped, and trash taken out at the end of the event.

Damage to Facilities and Cleanup

21. In all buildings, property belonging to the church is to remain in the buildings. Damages to a building, its contents, or equipment during use are the responsibility of the user of the facilities. Any such damage is to be reported to the Rector or Parish Secretary.
22. The user of the facilities is required to leave the premises in the order in which they were prior to use, e.g., decorations removed and disposed of, tables and chairs returned as they were found, floors swept, and all trash picked up in and around the outside of the facilities and disposed of in the outside trash receptacles.

Being a Good Neighbor: Noise and Crowd Policy

23. Out of respect for the neighbors, excessive noise, such as loud music that can be heard outside the facilities, is not permitted. The user is responsible for monitoring outside activities around the facility, e.g., people congregating outside the doors and around parked cars. Loud or unruly behavior outside cannot be tolerated. Any dangerous or illegal activities around the facility should be immediately reported to the Police Department.

Weddings and Funerals

23. If the Parish Hall and Kitchen are used for a reception immediately following a wedding or funeral that takes place in St. Peter's Church, the following special provisions apply.
 - a) St. Peter's shall consider the use of the Parish Hall and Kitchen for a funeral reception a priority and will make every effort to have the facility available for this use; however, due to the short notice inherent in scheduling a funeral, certain events and activities previously scheduled in the Parish Hall may preclude its use for a reception. Advanced booking of the Parish Hall for a wedding reception of at least 90 days with the use fee paid at the time of reservation shall guarantee the Parish Hall and Kitchen are reserved for that use.
 - b) Fees for the use of the Parish Hall and Kitchen for a funeral reception are included in the church services fees; no additional fee is charged. A special discounted fee for the use of the Parish Hall and Kitchen for a wedding reception is in addition to the church use fee. A parish member discount of 50% does apply to that fee. A member of St. Peter's is a parishioner who regularly attends and supports the parish.
 - c) Set up, clean up and catering for a reception are the responsibility of the user. St. Peter's is not able to provide such services.
 - d) A St. Peter's Parish Hall Day Use Agreement for the reception is to be completed and any fees, cleaning and key deposits (if a key is required) are to be given to the Secretary prior to

the reception.

Cancellation Policy

- 24. A 24 hour minimum cancellation notice is required before the start of the event to receive a refund; cancellation within 24 hours results in the forfeiture of all use fees paid.

Acknowledgement of Property Use Policies

- 25. Prior to reserving the facilities, the user is given the above Property Use Policies to read and acknowledges that he or she understands and will adhere to these policies as a condition for use of the facilities.

I have read and agree to abide by the Parish Hall Use Policies as a condition of the use of St. Peter's Parish Hall.

Signed: _____ Date: _____

Print Name: _____ Organization; _____