

Building Use Policy

St. Paul's Episcopal Church will make its facilities available to Church Groups, Guests, and Members as outlined in this policy. The Rector reserves the right to consult with the Vestry as to whether or not a group may use its facilities. Use of church facilities by outside groups more than four times per calendar year must receive the approval of the Vestry. The Church and its facilities are sacred space and will be treated with respect at all times.

BUILDING USE

Use of the church building and facilities (the "Church") shall be approved by the Rector. This policy will outline who may use the church, rules for use of the church, and fees and deposits for this use. Background information and references beyond those described in this policy may be requested if needed. The following guidelines are set forth for church usage:

1. Who may use the church, in order of priority:

- St. Paul's church groups or church members using the facilities as part of the ministry of the church ("Church Groups") including Vestry, Christian Education classes, St. Paul's committees and fellowship groups, and the larger Episcopal Church.
- Service, social, charitable, civic, educational and other non-profit groups ("Guests").
- St. Paul's church members ("Members").

2. Who may not use the church:

- Partisan political groups.
- For-profit groups.

3. Procedures and guidelines for scheduling the church:

Weddings, funerals, confirmations and baptisms are not scheduled through this policy. Contact the Rector, Steve Teague at (414) 276-6277 to schedule one of these events.

Church Groups wishing to use the Church for an event or series of events ("Event") should contact the administrative assistant or the Rector to schedule Church use.

Guests and Members wishing to use the Church should contact the St. Paul's administrative assistant Lynne Fields at (414) 276-6277, or via e-mail at lynne.fields@stpaulsmilwaukee.org for a building use packet. (Packet materials are also available online.) Guests and members must then submit the Building Use Application to be considered.

A representative of St. Paul's will call the Guest or Member to confirm the receipt of the Application and inform them of fees for the Event. The Rector will approve requests for building use with the approval of the Vestry as required.

A copy of the Application will be returned and will indicate that the use has been approved and will confirm the total fees ("Total Fees") due.

Within two business days of approval, the Guest or Member will need to submit (1) the Building Use Contract; (2) the declaration of policy page from its insurance policy; and (3) the non-refundable deposit to secure the Church.

Payment of remaining fees (Total Fees less non-refundable deposit) is due no later than one week prior to the Event.

Liability insurance shall be carried by Guests and Members, evidence of which is provided with the Building Use Contract. If the Rector or the Vestry determines that additional insurance is required, additional insurance must be purchased for the Event.

4. General Building Use:

The use will be for the date and time indicated on the Application. If additional days are needed for rehearsal, setup, cleanup, or other use, additional charges may apply.

St. Paul's may allow other groups to schedule events at or around the same time as another Event but only to the extent the two events will not conflict with each other.

If more than 40 people are expected at an Event, a church representative must be present at all times during the Event.

Guests and Members are responsible for setup and cleanup of the Event. All trash and recyclables must be removed from the building at the end of the Event. Trash and recyclables may be disposed of in the appropriate bins located in the church parking lot if there is room in the bins. Otherwise, Guests and Members must remove the trash to another legal dumping location.

Costs will be assessed for any cleanup that must be performed or damage that must be repaired. These costs will first be taken out of any Damage Deposit and the Guest or Member will be responsible for any costs above the Damage Deposit.

Food and drink is prohibited in the Church Sanctuary except performers may have water as needed.

Tobacco use is prohibited anywhere in the Church buildings.

If there will be alcohol served at the Event, the group is responsible for obtaining any licenses necessary for the activity and obeying and enforcing all laws. Alcohol is not permitted to be sold at the Church.

Guests and Members may request specific doors be open and available for the Event. No additional doors may be unlocked or opened for the Event.

St. Paul's is not responsible for any injury to individuals attending any Event, nor for damage to or loss of personal property belonging to Church Groups, Guests, Members, or any other individual attending the Event. The Guest or Member responsible for the Event shall indemnify, defend and hold harmless St. Paul's for any such injury, damage or loss.

Church Groups, Guests and Members must ensure there is responsible adult supervision at all times when facilities are in use.

If Guests and Members require formal security at an Event, they are responsible for providing the Security and paying for it.

Tape, glue, pins, and other items which may cause damage may not be used on the doors, walls, ceilings, or furniture.

5. Use of Furniture and Equipment

If the Guest or Member needs any of the furniture or equipment outlined below to be provided by the Church, it must be outlined in the Building Use Application.

Church Groups, Guests and Members using the facility may use available tables, chairs, and lecterns, as their set-up requires. Groups are responsible for their own linens.

Groups may also bring in their own items. Any furniture or equipment must be removed immediately at the end of the event. Any other arrangements must be indicated on the Building Use Application and have the approval of the Rector.

No furniture, equipment, or other property belonging to the St. Paul's may be loaned or removed from the building except for official St. Paul's functions. No furniture may be moved between rooms without permission.

Movement of furniture between rooms or removal of significant furniture such as the communion rails must be supervised and/or performed by a church staff member and appropriate fees will be charged.

Pianos are available in the Sanctuary and the Great Hall. If groups desire tuning prior to the event, St. Paul's will arrange for the tuning. The group will be responsible for the cost of the tuning, and the invoice for tuning will be sent directly to the group.

Music stands, additional chairs, microphones, and other equipment may be requested. Additional fees may be imposed.

There is no use of the church's pipe organ without approval by the Rector and the Music Director.

6. Kitchen Use

The Kitchen is available to Guests to serve food prepared elsewhere. For an additional fee, the Kitchen may be used by Guests for preparation of food. Guests are responsible for bringing linens, utensils, glasses, dishes, serving trays, and anything else necessary for the use of the Kitchen.

The Kitchen is also available to Church Groups and Members who may use the linens, utensils, glasses, dishes, serving trays, and anything else belonging to St. Paul's. All such linens, utensils, glasses, dishes, etc. must be cleaned and returned to the appropriate storage before leaving after the Event.

As with any other building use, the kitchen must be cleaned at the end of the use, including wiping down of all appliances and surfaces used and removal of any utensils, dishes, serving trays, and trash immediately after the event. Permission must be obtained for any additional days of preparation or storage of food or for delayed cleanup. As with general building use, cleanup and damage fees will apply to Kitchen use.

The Rector or his designee must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.

1. Spaces available for use include:

- Church Sanctuary
- Great Hall
- Parlor
- Kitchen

2. St. Paul's does not seek to make money from the use of its facilities but merely to defray the cost of building operation and maintenance for additional use. An addition to the non-refundable deposit of \$50 paid at the time the space is reserved, the following fees are due no more than one week in advance of the event:

- \$500 for the use of the Sanctuary for events with ticket sales.

- \$150 for use of the Sanctuary for any free concert or other event without ticket sales.
- \$85 for use of the Sanctuary for rehearsal.
- \$100 for use of the Great Hall.
- \$50 for use of the Parlor.
- \$50 for the use of the Kitchen for food preparation on day of event. No charge to serve food prepared elsewhere.
- \$20 per hour minimum charge for additional use prior to the event. Additional fees may be charged for extra storage of food or other contingencies.
- \$20 per hour for use of Church Staff.
- \$20 per hour for Church Representative (required for events of 40 people or more).
- \$50 non-refundable deposit on any fees.

These fees are good through December 31, 2014. For events in 2015, please contact the church for information about any fee changes.

3. In addition to the fees listed above, Guests and Members must provide a refundable \$100 building cleanup and damage deposit (“Damage Deposit”). The fee is to be applied against cleanup or damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement. If cleanup or damages exceed \$100, St. Paul’s will invoice the Guest or Member for these costs and reserves the right to take any action necessary for reimbursement of any such costs.

4. Any fees above the \$50 non-refundable deposition which have been paid will be refunded if a reservation is cancelled forty-eight (48) hours prior to scheduled usage, less any costs incurred by St. Paul’s.

Building Use Application Form

Organization making Request for Use: _____

Purpose of Use: _____

Contact Name: _____

Address: _____

Phone: _____

E-Mail: _____

Date(s) and Time(s) of Use: _____

Anticipated Attendance: _____

Please check the rooms and uses you wish to reserve:

- Sanctuary Great Hall Parlor Kitchen

Other (please describe): _____

Please check additional services you will need:

- Church Furniture and equipment Outside Furniture and Equipment
- Musical services including piano tuning, music stands, risers, microphones, etc.
- Removal of the communion rails in the sanctuary or other
- Organ Time for Setup or Rehearsal Setup Assistance Cleanup Assistance

Total Fees Due: _____

Signed Building Use Contract and a Certificate of Insurance along with a \$50 non-refundable deposit are due upon acceptance of this Application. A check for the deposit should be made out to St. Paul’s Episcopal Church, and should be mailed with the contract and certificate to St. Paul’s Episcopal Church, 914 East Knapp Street, Milwaukee, WI 53202.

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For Church Office Use Only

Approved by Rector: _____ Date: _____

For Church Office Use Only

- Sanctuary at \$_____ per rehearsal \$_____ per performance Great Hall at \$_____
- Parlor at \$_____ Kitchen at \$_____ Church Staff at \$_____
- Church Representative at \$_____ Setup/Cleanup Time at \$ _____
- Cleanup/Damage Deposit at \$100 Other Fees: _____

Total Fee: _____

Non refundable deposit received on _____ (date).

Fee received on _____ (date).

St. Paul's Episcopal Church Building Use Contract

This Building Use Contract ("Agreement") is made and entered into this ____ day of _____, 20____, by and between St. Paul's Episcopal Church (St. Paul's) and _____ ("Party").

St. Paul's provides space for non-Church Groups as a service to the community. As a non-profit entity, St. Paul's seeks to recover only costs related to use and maintenance. Party wishes to reserve space at St. Paul's. Accordingly, the parties hereto agree:

Party is granted permission to use the facilities of St. Paul's on the ____ day of _____, 20____ for the purpose of _____ (the Event).

In exchange for such use, Party will provide a non-refundable fee of \$50 upon signing and delivering this Agreement to St. Paul's as well as pay any and all fees assessed by St. Paul's for the use of the facilities no later than one week before the Event. If Party should use additional services not listed or contemplated in the Building use Application after payment of fee, Party shall remit payment for these additional services within five days after the Event.

Party agrees to comply with all rules and regulations regarding the use of the facilities of St. Paul's as set forth in the St. Paul's Building Use Policy, which is a part of this Agreement and incorporated herein by reference.

In the event of damage to church property during Party's use of the facilities, Party shall pay for such damage in such amount as is determined by the Vestry in its sole discretion. Any building damage deposit paid by Party shall be applied to any such damage, and Party shall be responsible for any balance. Said damage includes fees for Church staff time in cleaning or otherwise handling the repair of the damage.

St. Paul's is not responsible for any injury to anyone attending the Event or loss or damage to the personal property belonging to the Party or to anyone attending the event. The obligation for any and all such injuries or damages shall be the responsibility of the individual and/or Party. The Party shall indemnify, defend and hold harmless St. Paul's for any such injury, damage or loss.

The undersigned has read and understands the Building Use Policy and agrees to abide by it and the terms and conditions of this agreement.

St. Paul's Episcopal Church

Party

By: The Rev. Dr. C. Steven Teague
Its: Rector

By: _____
Its: _____