**BUILDING USAGE POLICY**

[Parish Name] is pleased to provide facilities and assistance for religious and civic events, provided they are consistent with our Mission, provide for the common good and respect the space as the [Parish Name] of the Episcopal Diocese of Pittsburgh and a church of the Episcopal Church, USA.

For purposes of this document the term "Parish" will encompass all buildings, facilities, and grounds within the [Parish Name] property. The policy for the use of the [Parish Name] is set forth as follows:

# APPLICATION AND SCHEDULING

1. To schedule an event at [Parish Name], please contact [title of contact] at [email address] or [phone number].
2. All use building usage requests are granted at the sole discretion of the Parish’s senior clergyperson (i.e., Rector, Priest-in-Charge, etc.) or their appointed designee.
3. All sponsoring groups are required to submit a *[Parish Name] Building Use Application* no less than sixty (60) days prior to their scheduled event.
4. Requests for repeated or ongoing building usage require an annually submitted *[Parish Name] Building Use Application*. All ongoing usage requests shall be reviewed annually with the sponsoring group.
5. Set up, rehearsal, breakdown and other auxiliary time must be scheduled no less than fourteen (14) days prior to the event date. If a sponsoring group requires Parish staff to assist with an event, these needs must be clearly communicated to Parish staff no later than fourteen (14) days prior to the scheduled event. Additional fees may apply.
6. If the sponsoring group requires Parish staff to provide musical or audiovisual services, a request must be submitted to Parish staff no later than thirty (30) days prior to the scheduled event. Additional fees may apply.
7. Neither the sponsoring group or the Parish will be held liable for damages for postponement of cancellation of the event due to traffic accidents, fire, weather emergencies, labor disputes or any other unavoidable cause of act of “Force Majeure.”

# USAGE AND CARE OF THE PARISH

1. All visitors to the Parish are asked to respect the Parish as a place of worship and prayer.
2. All sponsoring groups and their guests shall conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations, and ordinances affecting the Parish property or the use of space. The Parish may make such rules and regulations as in its judgment may be helpful for the safety, care, or cleanliness of the building and for the preservation of good order therein.
3. All sponsoring groups and their guests are reminded of the Episcopal Church’s policy that all persons are welcome without regard to age, race, gender, sexual orientation, disability, nationality, religion, or creed.
4. Permission is required for the use of or any rearrangement of seating, furnishings or equipment belonging to the Parish. Parish furnishings and property shall remain in their standard configuration unless their relocation has been approved by [Parish Name] clergy. Nothing is to be affixed to walls or other furnishing without permission.
5. Sponsoring groups are responsible for the acquisition and placement of any special equipment required for an event. Permission must be granted by Parish staff prior to such equipment being brought on Parish property.
6. The sponsoring group is responsible for leaving the property in the same condition that they found it. The group is responsible for cleaning up all messes and untidiness which is beyond that normally associated with the group’s approved activities. After an event, the sponsoring group will be responsible for removal of any equipment brought to the Parish, straightening chairs, picking up programs, or other items left in the event area. The Parish will not assume responsibility for items left behind by the sponsoring group after an event.
7. Event support staff/volunteers shall be provided by the sponsoring group unless otherwise requested and agreed to by the Parish.
8. Smoking is prohibited inside Parish buildings.
9. All Parish usage must comply with policies of this document and the parameters outlined and approved in the sponsoring groups submitted *[Parish Name] Building Use Application.* Any deviation from the usage application or perceived misuse of the Parish will result in the immediate termination of the usage agreement and no refund will be granted. Groups that do not comply with Parish policies will forfeit the future use of the property.
10. If the sponsoring group operates as a pre-school, children’s nursery or other entity which provides care for and supervision of persons under the age of 18 in the Parish building or on Parish grounds, any employee, member, volunteer or participant of the sponsoring group must undergo, or provide proof that they have previously undergone with the last calendar year, “*Safe Church, Safe Communities*” training as provided for by the Episcopal Church USA

# FOOD & BEVERAGES

1. If food and beverages are part of the event, they must be restricted to the specific space noted in the usage agreement.
2. No food or beverage is allowed in the nave.
3. The Parish has a small warming kitchen capable of handling refreshments for small functions. Permission is required to use this space.

# Permission is required for the consumption of alcoholic beverages on Parish property. If permission is granted for the consumption of such beverages, an individual must be assigned to supervise the serving and distribution of alcohol. Organizations who are permitted to serve alcohol will be required to provide proof of insurance exempting the Parish from any liability related to the serving and consuming of alcoholic beverages. The following additional guidelines and restrictions shall apply to the servicing and consumption of alcoholic beverages:

# All applicable federal, state, and local laws regarding alcoholic beverages are to be obeyed in all circumstances and situations.

# The serving or consumption of hard liquor, either directly or as part of mixed drinks, is not allowed under any circumstances. In this policy the term “alcoholic beverages” shall mean only beer (and similar beverages, e.g. ale, stout, etc.) and wine.

# Organizers of events taking place at [Insert Parish Name] will request permission in advance of the intent to serve alcoholic beverages. This is done using the appropriate “Application for Building Use” form. Non-parish organizations must provide proof of insurance and a waiver of liability two (2) weeks prior to the event. A copy of this policy will be provided to the event organizers if there is a request for alcoholic beverages to be served. The event organizers agree to abide by the requirements of this policy.

# Either the Jr. Warden or the Rector may approve or deny the request at their discretion, such decision to be made promptly. Permission for the serving of alcoholic beverages will be limited to events where such use is deemed appropriate, primarily those that are social in nature. Permission will not be given where the consumption of alcohol is the primary focus of the event, or where business affecting the life of the Church will be decided.

# If alcoholic beverages are authorized to be served at an event, then equally accessible attractive and non-alcoholic beverages must also be offered.

# If one or more minors are present at an event where alcoholic beverages are authorized to be served, then attractive and non-alcoholic beverages must be offered at convenient locations away from the stations where alcohol is served. Stations where only non-alcoholic beverages are offered do not need to be staffed by servers.

# Alcoholic beverages may only be served at events where food (e.g. appetizers or a meal) will also be offered.

# Alcoholic beverages may not be sold as an individual transaction either individually by the serving or by the container.

# Alcoholic beverages will be dispensed only to event attendees and only from only one (or more) serving station(s), each station being staffed with two adults.

# If the organizers of the event permit, individuals attending the event may bring alcoholic beverages for their own consumption and these alcoholic beverages will be identified as to the owner and placed at one (or more) common serving station(s) only for the period of time that the owner is in attendance at the event and individual portions will be offered by adult servers only from the station(s).

# If there is any doubt on the part of the servers of alcoholic beverages as to the age of a person requesting alcoholic beverages, then the server will verify the age of the person or refuse service.

# Persons exhibiting signs of intoxication or impairment will not be served alcoholic beverages.

# Alcoholic beverages are to be consumed in moderation.

# Alcoholic beverages are to be dispensed only during the established time of the event.

# Any food prepared using or containing alcohol at the time of serving may not be offered unless it is accurately labeled as such.

# The event organizers will act to aid any event attendee in need of transportation home from an event.

# Alcoholic beverages served at authorized events will not be stored at the church before or after the event. At the end of the event unconsumed alcoholic beverages must be either disposed of or removed from the facility by the owner or by the event organizers who will consider them as donations unless other arrangements for return are made.

# If the Rector or Jr. Warden observes, or is notified of, any apparent violation of this policy, or receives a reasonable complaint, then either the Rector or the Jr. Warden will investigate and may take corrective action which may include the suspension of the serving of alcoholic beverages or the immediate cessation of the event, or other consequence as they may feel appropriate.

1. Coffee, other refreshments, and all paper and other disposable products must be provided by the sponsoring group. For ongoing use, arrangements may be made with the Parish office for storage space for such products. The Parish is not legally or financially responsible for any items stored or left on Church property by the sponsoring group.

# FEES, RESCHEDULING, & CANCELATIONS

# All event sponsors will be required to reimburse the Parish for costs incurred by the Parish related to the event being held. Additional fees may be charged for the use of Parish support staff (i.e., musicians, sextons, sound engineers, etc.). Building rental fees are reduced or waived for the use of the Parish when events are sponsored by the Episcopal Church, [Parish Name] members-in-good-standing, or parishes, missions, or ministries of the Episcopal Diocese of Pittsburgh. Fees may be charged for services rendered by Parish staff at sponsored events (i.e., musicians, sextons, sound engineers, etc.)

# Events sponsored by non-Episcopal Church groups may be subject to payment of rental fees for the use of the Parish property. Additional fees may be charged for services rendered by Parish staff.

# Standard fees are set forth on the attached “*Facility Use and Fee Agreement*.”

# The Parish requires reimbursement for all repair costs necessitated as the result of damage to finishes and furnishings of the Parish by the sponsoring group.

# Sponsoring groups shall give the Parish at least seven (7) days’ notice of cancellation. Refunds may be granted if in accord with the approved usage agreement.

# The Parish reserves the right to change or reschedule a sponsoring group’s event due to the ministry needs of the [Parish Name] congregation, the Episcopal Diocese of Pittsburgh, or The Episcopal Church, USA. This right would only be exercised after due consideration of all the factors involved, and with at least ten (10) day notice to the sponsoring group. Refunds may be granted if in accord with the approved usage agreement.

**INSURANCE, INDEMNITY & SECURITY**

1. Typically, a designated Parish representative will provide access to the building and will be present to lock the property. If the sponsoring group requires a building key and electronic access code, they will be issued and instructions for opening and closing the building will be provided. If this is done, sponsoring group is responsible for the making sure the building is secured, all lights turned off, and all windows and doors closed and locked.
2. The sponsoring group is responsible for providing all security protection needed at their event.
3. No weapons are permitted on Parish property.
4. Sponsoring groups must have general liability insurance. This policy must insure against all liability of the sponsoring group, arising out of or in connection with the use, operation, and occupancy of the Parish with coverage of at least $1,000,000 and listing the Episcopal Diocese of Pittsburgh and the Parish as an additional insured.
5. The sponsoring group indemnifies and holds the Parish harmless from and against any loss, damage or expense including reasonable attorney’s fees, incurred or suffered by or threatened against the Parish in connection with or as a result of any claim for personal injury or property damage or otherwise brought by or on behalf of any third party, person, firm or corporation as a result of, or in connection with the event, which claim does not result from the active negligence of the Parish. The sponsoring group is solely responsible for all acts or omissions due to or caused by the negligence or willful misconduct of the sponsoring group, as well as their employees, agents, or guests, at any time while the group is in occupation of the Parish, or any portion of it, and to indemnify the Parish, the Episcopal Church, and the Diocese of Pittsburgh from any and all such claims and losses. At all times the sponsoring group shall be solely responsible for the conduct of employees, agents, or guests while on the Parish premises.
6. The sponsoring group shall limit their access and use to the areas covered by the usage agreement and will be responsible to ensure that only authorized personnel are allowed in the Parish during usage unless otherwise advised by Parish staff.
7. The sponsoring group is responsible for knowing the location and operation of fire extinguishers, emergency exits, emergency procedures and the contact person(s) associated with the Parish. The Parish is responsible for providing the necessary information.
8. The sponsoring group is responsible for all loss or damage to the Parish property during the periods they are using the property. In case of accidental damage and/or personal injury, the sponsoring group must inform Parish staff immediately. The sponsoring group agrees to reimburse the Church for damages to any part of its premises, fixtures, equipment, and furnishings due to any act or omission of any of the sponsoring group employees, members, licensees, or invitees.

**ADDITIONAL PARISH INFORMATION**

* The Parish’s mailing address is: [insert mailing address].
* The Parish’s physical address is: [insert physical address].
* The Parish Telephone Number is: [insert phone number].
* The Parish website is: [insert website address].
* Parish Office Hours are [insert office hours]
* The Parish can accommodate [insert number of persons] (seated) in the Nave.

[insert handicap accessibility information].