



# ST. ANNE'S EPISCOPAL CHURCH BUILDING USE GUIDELINES and APPLICATION

## I. Introduction

We are pleased you have chosen St. Anne's for your event. We make our church available to you as one way in which we share our vision of "growing in Christ's love and sharing it with all."

These guidelines offer information about the use of the church building as a means of avoiding misunderstandings which might occur. We hope these guidelines will offer a method by which both the church and you have a clear understanding of each other's needs and expectations.

Please refer to below guidelines for information about our building use fee and deposit. Although St. Anne's parishioners and groups affiliated with St. Anne's are not expected to pay a building use fee, a donation would be very much appreciated. Fees and donations help cover some of the cost for use of the building, such as electricity, custodial services, water, etc.

## II. Guidelines

1. All individuals or groups, including parishioners and groups affiliated with St. Anne's, will be given a copy of the building use guidelines and requested to complete and submit an event application to the church office at least two weeks before the event.
2. Our administrative assistant or a church member will assist you with arrangements for building access and securing the building following the event. Security measures include locking all exterior doors, closing interior doors, making sure the kitchen stove/oven is turned off and lights are turned off.
3. Please communicate your need for tables and chairs and their configuration at least one week in advance of the scheduled event. Our custodian will set up tables and chairs.
4. Clean up of areas used will be the responsibility of the individual or group using the building. Please leave the kitchen, table tops, floors and bathrooms in their original condition. If church dishes, coffeemakers, cookware, utensils, etc. are used, they are to be cleaned and put back where they were found. See attached set up and clean up instructions.
5. The use of media equipment must be approved, in advance of the event, by a member of St. Anne's Vestry or pastor.



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6. Building use is limited only to the areas agreed upon in the application.
7. A contact person from a group is to be designated and will be responsible for:
  - Communication of building use guidelines [security, safety, set up and clean up] to others in the group
  - Behavior of the group
  - Reporting of any injuries during use
  - Reporting any damages during use
  - Securing reimbursement for damages incurred during the event
  - Notifying the church of cancellation at least 48 hours in advance of the event
8. Consumption of alcoholic beverages is not permitted on church premises. Exceptions are at the discretion of the Vestry or the pastor.
9. St. Anne's is a tobacco-free facility. Smoking is prohibited in all areas of the church building and grounds.
10. It is the responsibility of the individual or group to provide their own food, beverages, coffee, condiments, etc. for their event. Exceptions are at the discretion of the Vestry or the pastor.
11. Furnace and air conditioning controls are not to be changed.
12. Building Use Fee
  - A. St. Anne's parishioners and groups affiliated with St. Anne's:  
No fees are charged for the use of the church building. A voluntary contribution to offset the cost of custodial services, utilities, etc. is appreciated.
  - B. Individuals who are not a member of St. Anne's church and groups not affiliated with St. Anne's Church:  
see Appendix G, Building Use Fee Schedule
13. Building use deposit: see Appendix G, Building Use Fee Schedule
14. St. Anne's reserves the right to cancel or postpone a scheduled activity in the following situations:
  - (a) Special church services preempt all scheduled activities
  - (b) Disregard of building-use guidelines
  - (c) Other unforeseen circumstances



## **ST. ANNE'S EPISCOPAL CHURCH BUILDING USE GUIDELINES and APPLICATION**

Thank you for taking the time to read and understand our guidelines and to communicate them to others attending your event.

We appreciate your questions and comments about these guidelines and your experience at St. Anne's.

We hope your activity is a success!

### **The Vestry St. Anne's Episcopal Church**

#### Appendices:

- A Application to use St. Anne's building
- B Set up and Clean up Instructions & Checklist
- C Fellowship Hall Set up and Coffee Instructions
- D Emergency phone numbers
- E Location of fire extinguishers
- F Accident / Loss Reporting
- G Building Use Fee Schedule

Revised November 7, 2007  
Updated September 6, 2013  
Updated June 17, 2016  
Updated December 9, 2016



## ST. ANNE'S EPISCOPAL CHURCH BUILDING USE GUIDELINES and APPLICATION

### Appendix A Application to use St. Anne's building

Individual / Group name:	
Nature / purpose of group:	
Group contact person:	
Mailing address of individual / group contact person:	
Day phone / mobile number:	
e-mail address:	

Meeting date(s) and time:
Room(s) required: Parish Hall [ ] Sanctuary [ ] Kitchen [ ] Meeting Room [ ]
Number of guests expected:
Other needs:
Number of tables/chairs needed and configuration:
Kitchen items/appliances needed:
Media equipment / other items needed:

Please read and initial the following:

\_\_\_\_\_ I have received a copy of St. Anne's building use guidelines and attachments.

\_\_\_\_\_ I agree to comply with the St. Anne's building use guidelines.

Signature of individual or group representative	Date
Approved by St. Anne's	Date