

GRACE EPISCOPAL CHURCH, LEXINGTON, VA
Building Use Policy and Application
Revised February 2022

- I. Introduction
Grace Episcopal Church serves Christ in the community through its worship services, programs, activities, members, and the use of its buildings and property.
- II. Establishment of Policy
The Rector has sole authority over who may use the buildings. The Vestry has authority over the maintenance and furnishings of the buildings. The responsibility for coordinating the preparation and revision of these policies is delegated to the Administration and Personnel Committee.
- III. Smoking is not permitted on the property of Grace Episcopal Church.
- IV. Alcohol Use and Serving
No alcoholic beverages may be offered or consumed on Parish property without specific, written permission of the Rector. Otherwise, the use of alcohol and/or serving of alcohol on Parish property is not allowed under any circumstances. When alcohol is served with written permission, these conditions will be strictly followed:
- * Only wine and beer may be served
 - * Food is to be served
 - * Non-alcoholic beverages must be served and in equally attractive settings
 - * An adult is in charge of all alcoholic beverage servings
 - * All laws are followed
- V. Application for the use of the Church Buildings
This application form must be completed and signed for use of Grace Episcopal Church buildings and property.

For annual renewal of a continuing use, it is the responsibility of the individual or group to see that a renewal application form is completed and submitted to the Parish Administrator by December 23rd of each year. Building use may be terminated by the Rector at any time.

- VI. Use of Parish Buildings

Fee Schedule:

Weddings: \$500.00.

Nave (Sanctuary) \$250.00 per use, up to 2 hours. \$100.00 per hour after.

Parish Hall (Room 06) or Brooke Family Room (Room 01) \$125.00 first 4 hours, \$25.00 per hour after.

All other rooms \$25.00 per hour. Parish Administrator has a list of rooms and will schedule a time for a tour of rooms.

Groups that use the buildings before or after normal working hours (8am-5pm) must pay a \$25.00 open/closing fee.

Grace Church has the discretion to waive or modify fees as needed. Failure to maintain the buildings, damage to the buildings/property of the Parish, violation of the policies and rules of the Parish, or failure to pay assessed custodial services or damages may lead to loss of deposit and jeopardize permission for future use of the buildings.

Custodial services in excess of those normally expected and any damages will be assessed to the specified individual or group. The deposit will be applied toward the damages or the added costs, and the applicant will be responsible for paying the unpaid portion of the damage or added costs.

VII. Responsibilities for Use of Buildings

- a. Leave the building(s) and supplies as you found them. You pay for what you use or damage.
- b. Tables, chairs, and floors are to be clean and all rooms left as they were found unless otherwise noted on application.
- c. The kitchen appliances, countertops, sinks, pots, pans, etc. are to be left clean and in place.
- d. Unless otherwise arranged, individuals and groups that use the kitchen are to supply their own cups, plates, cutlery, napkins, food, and condiments.
- e. Any damage is to be reported to the Parish Office.
- f. The person signing the application is responsible for the above requirements.
- g. Proof of liability insurance may be required, and an insurance endorsement may be required that names Grace Episcopal Church, Lexington, VA, as a named insured on the policy.
- h. You may not leave or store any of your property, materials, props, or equipment at the Parish without the prior consent of the Rector or his/her designee.

VIII. Occupancy

The maximum number of people using the Nave (Sanctuary) is 575; Parish Hall is 64 when the Parish's tables and chairs are being used; 100 when chairs only are being used; and 150 if people are standing. For the Brooke Family Room, the maximum number of people is 50. The maximum capacity for the multipurpose room (Nursery 1 and Nursery 2) is 10 children when being used as a nursery. The maximum capacity for all other rooms is 16. Those using the Parish buildings are urged to review the Parish's safety procedures and to become familiar with all exits, fire alarms, fire extinguishers, etc. For groups with participants under the age of 18, evidence of Safe Church training may be required.

IX. Personal Injury and/or Property Damages

A "Hold Harmless" agreement with the Parish is required. Evidence of liability insurance may be required. Any personal injury and/or any damage to Parish buildings/property must be reported immediately to a member of the Parish staff.

- X. Deposit, Custodial, and Other Charges
A fifty-dollar deposit (\$50.00) or more may be required. ***The deposit may be waived if a Parish member in good standing agrees to take responsibility for a non-member's use of the facility.*** The deposit will be returned to the user at the end of the time period in which use of the building(s) is arranged provided no additional custodial fees or damage fees are assessed. If additional custodial fees are assessed or if there is damage to the Parish property, the security deposit will be applied to such costs and/or damages, and the applicant will be responsible for paying the unpaid portion of the costs and/or damages.

Custodial fees are typically required when food or beverage is served and for groups larger than 16. Separate from the deposit, non-refundable custodial fees may be required, and when required such fees must be paid before the use of the Parish buildings occurs. Custodial fees shall be paid along with the deposit before the use occurs, and/or after the event if additional fees are required.

Custodial fees for regular, recurring usage shall be due and paid at the Parish Office on the 1st day of each month of such continued use.

- XI. Nave (Sanctuary) Use
Grace Episcopal Church's nave (sanctuary) is viewed as the House of Prayer for all people, and its use is to be consistent with this belief. Such uses include:
- Worship/prayer services
 - Religious groups
 - Sacred music programs
 - Weddings
 - Funerals
 - Classes and conferences for educational purposes, for the shelter and refuge of vulnerable people, for events that support human thriving
 - Rehearsals for listed uses

The Rector is responsible for approving the use of the nave. Any changes to the nave or rearrangement of the furnishings must be approved and will incur custodial fees. Arrangements for offerings must be approved by the Rector.

Fees for custodial services and general utilities for the use of the nave will be assessed at the discretion of the Rector.

- XII. Nave Organ, Piano, and Sound System Use
Use of the organ, piano, and sound system must be approved by the Director of Music of the Parish. The Director of Music shall inform the Rector of all such requests and usages of the nave organ, piano, and sound system.

Building Use Application

Date: _____

Name of Organization _____

Name of person making arrangements _____

Phone _____ Email: _____

Name of responsible person at event _____

Phone _____ Email: _____

Meeting Purpose: _____

Date(s) of event _____ Times of event _____ to _____

Room requested _____ Number of people expected _____

Do you wish to serve alcohol at your function? Yes ____ No ____

If you wish to serve alcohol, please state what and how it will be served:



I have read the above policies and agree to follow the provisions of this document if allowed use of the Parish's property.

Applicant's signature _____ Date _____

Approved by _____ Date _____



Internal use only

Deposit received \$ _____ Date _____

Deposit returned \$ _____ Date _____

Deposit retained due to _____

Custodial fee received \$ _____ Date _____

Hold Harmless Agreement signed: _____

Evidence of Liability Insurance:

Insurance Company _____

Insurance Agent _____ Telephone _____

Policy Number: _____

Endorsement provided: _____

The use of alcohol is Approved/Denied

Alcohol use approved by _____ Date _____