

St. James' Episcopal Church

Policy Regarding the Use of Church Facilities

*Approved by the St. James' Vestry
September 19, 2017*

St. James' Episcopal Church encourages the use of St. James' facilities by non-profit organizations, provided that the activities of those organizations do not conflict with or interfere with the mission, ministries and activities of St. James'. In order to provide an orderly process for the use of St. James' facilities, the following procedures will apply:

1. Any organization wishing to use St. James' facilities must receive prior written approval from the Rector. Each organization must have a liaison within the parish in order to use St. James' facilities.
2. Any organization wishing to use St. James' facilities must complete a Hold Harmless Agreement and submit it to St. James' prior to the use of St. James' facilities. In addition, the organization must furnish evidence of liability insurance coverage to St. James'. These requirements are not applicable to AA and Al-anon groups meeting at St. James', since the activities of those groups are an extension of St. James' ministries.
3. Use of St. James' facilities will be limited to the areas of the church approved by the Rector. Unless otherwise approved by the Rector, equipment, supplies or other property of St. James' may not be used during the organization's use of St. James' facilities. The organization will be responsible for ensuring that all areas used by the organization are left neat, clean, orderly and secure at the end of each use. The organization will be responsible for ensuring compliance with these provisions by all individuals participating in the organization's activities.
4. Unless otherwise approved by the Rector in accordance with St. James' policy concerning the serving of alcoholic beverages, no alcoholic beverages may be served on any portion of St. James' property.
5. The following charges will apply to the use of St. James' facilities. These charges do not apply to AA and Al-anon groups meeting at St. James', for the reasons set forth above.

FOR ST. JAMES' PARISHIONERS

Area of Church	Charge Per Hour
Parish Hall	\$35
Kitchen	\$25
Foyer	\$25
Sanctuary	\$25
Meeting Room	\$25 per room

FOR NON-PARISHIONERS OR FOR-PROFIT GROUPS

Area of Church	Charge Per Hour
Parish Hall	\$75 with a 2 hour minimum
Kitchen	\$95
Foyer	\$25
Sanctuary	\$25
Meeting Room	\$25 per room

FOR NON-PROFIT GROUPS

Rates will be determined on a case-by-case basis.

6. St. James' reserves the right to suspend or terminate the use of St. James' facilities by any organization in the event of a failure to comply with any of the conditions of this policy.

Hold Harmless Agreement

In consideration of St. James' Episcopal Church's approval of _____ request to use the property and premises of St. James' Episcopal Church, _____ shall indemnify, defend and hold harmless St. James' Episcopal Church and the Episcopal Diocese of Connecticut and their respective, officers, directors, employees, agents, and representatives harmless from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of the use of the premises or property of St. James' Episcopal Church, 2584 Main Street, Glastonbury, Connecticut, by the undersigned:

Signature

Date

Title
