



ST. ANSELM'S CHURCH

FACILITY USE POLICIES

Description	Explanation
Qualifying Member	The definition of a qualifying member is someone who pledges to St. Anselm's Episcopal Church.
Use Privileges	The purpose of any organization, group, or individual using the facilities must be compatible with the policies of St. Anselm's Church in both philosophy and practice. Non-profit groups may use the facilities for ongoing events. For-profit organizations may use the facility on a one-time basis. St. Anselm's Church reserves the right to refuse or revoke facility use privileges at any time.
Scheduling	One-time and ongoing events may not conflict with scheduled Church activities. Should a conflict arise, the Church reserves the right to reschedule or cancel the event. The Staff will strive to avoid such conflicts and to provide ample time to reschedule.
Contact Info	The designated representative of a user group will complete and sign the Facility Use Agreement and provide contact and event information
Agreements	The designated representative of a user group must sign the statements agreeing to abide by all Church policies regarding facility use, alcohol, smoking, and mind-altering substances.
Insurance	Any organization, group, or individual using the facilities must agree to carry its own liability insurance with a minimum coverage of \$1,000,000. Such riders or policies are not available through the Church. The user must provide a certificate that names St Anselm's as additionally insured at least two (2) weeks prior to the event.
Keys	Staff will issue a key to the facility to the designated representative of the user group. Users must guard this key carefully and return it to the Event Coordinator or the Church Office Manager no later than four (4) days after the event. If the key is lost, the user will be financially responsible for any expenses involved in re-keying locks that are affected by the loss.
Decorations	Users may not tape, pin, or nail any decorations to the walls. The church expressly forbids using duct tape. Lit candles must be protected by glass "hurricane-type" holders. Plants and flowers must have protective waterproof liners. Other decorations may be allowed at the discretion of the Staff.
Supervision	Responsible adults over the age of 25 must supervise children/youth under the age of 18.
Beverages, Smoking	Users must consume beverages within the confines of Jackson Hall and the courtyard and abide by all policies explained in the document, Alcohol, Smoking Substance Policies .
Music	Users may play music only inside Jackson Hall and only until 10:00 PM.
Curfew	All events must end by midnight.
Security	A member of the user group must be designated to be personally responsible for the security of the buildings following the event. Refer to the Users' Cleanup Checklist for details about responsibilities.
Cleanup	The Church expects those responsible to follow the cleanup guidelines explained on the Users' Cleanup Checklist . If additional cleaning is necessary, the user will be charged for the Church cleanup and/or laundering costs.
Loss or Damage	User groups are financially responsible for any losses or damages to Church property or contents during the event, up to the costs the Church incurs for replacement or repair.

NOTE: If you have any questions about these policies, please discuss with the Event Coordinator. She will refer any unresolved questions to the Church Office Manager or the Rector.

I have read, understand, and agree to abide by all the facility use policies explained in this document.

Print Name _____

Signature _____

Date _____