

## **Building Use Policy**

St. Christopher's Episcopal Church

**August 2021**

Grand Blanc, MI 48509

1. The church will provide a person to be present on site for the duration of the event and to secure the building at the conclusion of the event.
2. Facilities are to be left clean, trash must be bagged, and everything left in the same condition as before. It is the responsibility of each group to report any breakage or damage and to pay any fees necessary to replace or repair such items. A walkthrough will be conducted at the beginning of setup and at the end of the event with the renter designated representative as stated on the contract.
3. St. Christopher's does not allow smoking in our building. Possession or use of any illegal drugs is strictly forbidden. There are to be no firearms on the premises in any location.
4. You may serve complimentary wine and beer at social functions with the proviso that non-alcoholic drinks also be provided in like quantity and selection. If there is to be a charge for the alcohol, the renter is required to obtain the appropriate liquor license from the State of Michigan. **Renter assumes all responsibility for alcohol related incidents.** Please notify the church in advance if Wi-Fi will be required.
5. **Wi-Fi access is available in almost every are of the building. Please see the St. Christopher's representative who is in the building during your event for the password.**
6. In the case of repeated usage of the building, permission may be withdrawn by the church at any time.
7. Children must always have adult supervision, at a ratio of 1 adult per 10 children.
8. All items belonging to renters must be removed at the end of the event.
9. The Fellowship Hall must be left in "Sunday" condition. It is the responsibility of the renter to inform all caterers, event rental vendors, etc. that the Hall must be returned to this condition, including moving/storing chairs and tables back to their original location. All rental items must be placed in the designated area for pick-up by vendors. The renter is responsible for designating two representatives (personal and caterer/vendor) and advising the monitor which person and vendor or crew will be responsible for the post-event clean-up. These parties are to be named in the contract.
10. The building must be vacated completely by all parties no later than 10:00 p.m. A \$100.00 fee will be charged for each hour after that, with a minimum charge of 1 hour.
11. A photo id must be given in person to the office prior to the deposit.

## **Scheduling Procedure**

For all meetings or events, members and non-members must contact the church office at 810-694-3600 or [office@stchirsgrandblanc.org](mailto:office@stchirsgrandblanc.org) and secure a "Use of Building Request" form. All groups are encouraged to schedule events as far in advance as possible.

When the completed form is received, a tentative reservation will be made until the request is acted upon by the Vestry or their representative. You will be contacted within seven business days regarding the status of your request. When the request is approved the reservation will be confirmed and entered upon the church's master calendar which is available for viewing via our church website:

[www.stchrisgrandblanc.org/cal](http://www.stchrisgrandblanc.org/cal)

Scheduled church events take precedence over non-church and sponsored use of the building. The St. Christopher's Master Calendar will note the status of any event being held.

### **Fees for Use of Facilities for Non-members:**

**Refundable Deposit:** \$250.00\* (Parish Hall)

**Classroom:** \$50.00 per room

**Sexton Fee:** \$100 Non-negotiable

**Fellowship Hall:** \$500.00 per day (maximum of 8 hours)

**Kitchen Fee:** \$150.00

**Classroom Fee:** \$50.00 per room

**Use of Nave (Worship Space) is approved only by the Rector.**

**\*Refundable Deposit** due 1 month before event or, when event is being scheduled for a date sooner than a month away, immediately upon scheduling.

**Deposit will be refunded** by check via mail or in-office pick up the week following the event/meeting. Deposit will not be refunded in the event of damage to equipment or church space or if there is a cancellation less than 2 weeks prior to the event.

You will be contacted via phone by the church office during business hours to discuss the deposit the week following your event/meeting. Please make sure the church office has the correct phone number/contact person on your building use form.

**If St. Christopher's must cancel event for any reason, any deposits/fees paid will be refunded.**

### **Additional Decoration/Prep Time**

If you wish to come in on a date or time other than the day of your event or meeting to prep or decorate, please note that on your "Use of Building Request" form. An additional \$100.00 fee will be assessed for any times outside of normal office hours that you are here to prep or decorate.

No rice, confetti, etc.: No rice, confetti, rose petals, silly string, or birdseed may be used inside or outside the premises, except in specific table decorations and approved by the church monitor.

**Decorations:** Any decorations used during your event, by you, or any other representative of your representative of your occasion **may not be** nailed, taped, stapled, or otherwise applied to the walls, ceilings, light fixtures, doors, floors, or any other structural part of the building. Failure to comply with this requirement will result in an **automatic retention** of the security deposit. No open flame decorations are allowed. Only candles in appropriate votive holders or hurricane lamps are allowed.

**Insurance:** All parties renting the Fellowship Hall are required to provide a certificate of insurance showing a minimum level of liability coverage of \$500,000.00. The certificate must name St. Christopher's Episcopal Church as the "additional insured." The certificate must be provided and confirmed thirty days before the scheduled event. Without this certificate, the contract to rent will be considered invalid and all deposits will be forfeited by the renter.

### **Kitchen Use**

Our kitchen is a certified and licensed commercial kitchen. We expect those who use the kitchen to be mindful of the commonsense rules of food preparation, and when finished leave the kitchen in a pristine condition by the renter.

### **Use of Additional Equipment**

You are encouraged to bring your own electronic equipment (speakers, computers, projectors, etc.) to use during your meeting/event. However, if you do need to use equipment from St. Christopher's, please not that on your "Use of Building Request" form in the additional equipment area. **An additional fee of \$150.00** will be added for use of St. Christopher's equipment. If the equipment is returned damaged or broken, it will be the responsibility of the renter to pay any fees necessary to repair or replace the items.

### **Payment**

St. Christopher's requires a \$250.00 refundable deposit 1 month prior to the event or meeting. If the event/meeting is scheduled less than a month prior, payment of deposit is due upon scheduling.

Space use, sexton fee and any other additional fees required are due a minimum of 2 weeks prior to the event.

Deposit and rental costs can be paid by cash or check. Please make checks payable to St. Christopher's Episcopal Church.