



Building Use Policy

140 North Beaver St.
York, PA 17401
717-848-1862

A Message from the Rector

The Episcopal Church of St. John the Baptist is happy to offer this policy statement to all who wish to share our facilities with us. Our campus is primarily for church related or church initiated meetings, activities, and events. However, we love having guests and welcome the opportunity to share our facilities with community groups when we can and when it is appropriate. One of our core values is generosity, and our campus is one of our greatest resources we can share with the community.

The following policy statement defines the limits and restrictions, as well as the expectations and responsibilities, we ask you to follow so that we can take care of the campus God has entrusted to us while sharing it with you. All requests for waivers or exceptions to this policy statement will be considered on an individual basis.

David Lovelace+
Rector

Building Use Policies

A. Procedure for Scheduling the Use of Facilities

- 1. Church-Related Functions** All Church-related meetings or activities are to be scheduled at least two weeks in advance using the following procedure. A Building Use Agreement form can be downloaded from the website at www.stjohnyork.org or obtained from the Church office. The completed Building Use Agreement form signed by the Applicant should be given to the Parish Administrator two weeks in advance. It will then be approved by the Rector and designated Church Leaders at least one week prior to the scheduled activity, at which time the Parish Administrator will reserve the event on the Church calendar.
- 2. Non-Church-Related Functions** Applicants scheduling non-Church related meetings or functions need to submit a Building Use Agreement at least four weeks prior to the event. The Parish Administrator will notify the Applicant of building availability within 10 business days.
- 3. Approval Process** An executed Building Use Agreement (Appendix A) is required for all groups and individuals, whether they are church members or nonmembers, and whether they wish to use the facility for regular, recurring meetings or for a one-time function. The Applicant signing the agreement is personally responsible for adherence to these policies. Organizations are likewise responsible for adherence to these policies and shall designate a representative contact person. Each application will be considered on an individual basis and routed to the appropriate Church Leaders, listed below, for approval. By signing the Building Use Agreement Form (Appendix A) the Applicant agrees to the rules and guidelines outlined in this policy.

- Church – Rector, Organist/Choir Director
- Parish Hall – Rector, Ministry Coordinator
- Education/Office Building – Rector, Ministry Coordinator

Any questions regarding appropriate facility use will be directed to the Rector or Junior Warden.

Applicants scheduling non-Church related meetings and events will also be required to sign the “Building Lease” (Appendix B) and remit all required fees and documents before the space will be reserved.

4. **Fees** A schedule of fees for the use of the facilities for all Church-related and non-Church-related functions appear in Appendix C.
5. **Insurance** Every group, other than St. John’s Church groups and ministries, that use church facilities must provide a “Certificate of Insurance” as a guarantee of general liability insurance. This must be attached to the signed “Building Use Agreement” in Appendix A.
6. **Baptisms, Weddings, Funerals** Use of the facilities for sacraments that are not within the context of a regular Sunday Eucharist (baptisms, weddings, funerals) and for related receptions is governed by the Rector and Vestry.

B. Access to Building

1. **Normal Access** On the day of the event, the Church office will coordinate facility access.
2. **Access Failure** In case the building is not open upon arrival at the designated time, call the Sexton (717-309-6444) or Rector (717-873-3698).

C. Church Property

1. **On-Site Use** Church property such as chairs, tables, and tablecloths may be used according to the policies.
2. **Loans** Requests to use such property off campus should be approved by the Rector and the Junior Warden. All loans are restricted to church members.
3. **Electronic Equipment** Requests to use the Church’s electronic equipment require the written consent of the Rector and Junior Warden at least one week prior to the event. The equipment must be operated by a trained person. This policy applies to all Church and non-Church related events.

D. Drugs and Firearms

1. **Prohibited Substances/Items** Smoking and the use of illegal substances are strictly prohibited in Church facilities, on the Church grounds, and in the parking lot. Firearms are not permitted on church property except for those in the possession of on-duty law enforcement officers.

E. Facility Care

1. **Deposit** A refundable deposit of \$150 is required for non-Church-related functions and for weddings. No decorations should be affixed to any surface, i.e. walls, doors, windows, or floors. Cleanup is the user’s responsibility. If janitorial services are required after a function, or if there is damage to any Church property, then the Church will deduct such costs from the group’s deposit.
2. **Furnishings** The moving of furniture needs to be approved in writing. All furniture and property are to be returned to their designated places following each event.

3. **General Cleanup** All groups are responsible for cleanup, which includes checking the bathrooms, checking for running water, turning off lights, and locking all doors after any meeting or event.

F. Parish Hall, Kitchen, Porches, and Courtyard

1. **Parish Hall Cleanup** - The parish hall kitchen must be left clean and orderly after use.
 - Sinks and counter tops should be clean, with dishes placed in the dishwasher, dishwashers run, dishes returned to their proper place, appliances cleaned, and floors mopped.
 - Punch bowls, coffee urns, and trays need to be cleaned and returned to their previous locations.
 - All tables and chairs should be wiped off.
 - Wet towels should be draped over the sink to dry.
 - No food or open beverages should be left in the refrigerator or freezer.
2. **Recyclables and Trash** Recyclables should be separated and left next to the kitchen trash can.
 - Trash cans are to be emptied and bags put in the dumpster at the side of the building. New bags will be placed in all trash cans.
3. **Caterers** A caterer may use the kitchen facilities with the approval, and under the supervision of, the Rector or Ministry Coordinator. The person holding the event remains the responsible party for care and cleanup of the facilities.

G. Church Nave

In general, the Church Nave and Sanctuary are not available for use unless approved by the Rector. If permission to use the Church Nave is obtained, the following guidelines apply: The church is a holy place, consecrated for the worship of the Episcopal Church. The Church Nave must be respected at all times, in all situations. Nothing in the Church may be moved from its location without the permission of the Rector. Neither food nor drink is allowed in the Church. The altar is never to be used as an ordinary table; nothing may be placed upon it or removed from it.

1. **Church Instruments** The organ and pianos may be used only with the permission of the Rector and the Organist/Choir Director.
2. **Music** All music performed/played on the Church campus must be approved by the Rector and the Organist/Choir Director.
3. **Photography** Generally, photography is not allowed during the celebration of Sacraments of the Church. Guidelines are given in separate policies governing those Sacraments.

H. Alcohol Usage

The policy of the Episcopal Church concerning the use of alcohol in the congregations, schools and other institutions of the Church is set out in the following requirements and guidelines. It is the responsibility of the Rector in consultation with the Vestry to implement this policy in the local setting and to make it known to their congregations. The purpose of this policy is to provide structure for the reasonable and responsible use of alcohol within congregational life; to honor and protect those who do not or should not consume alcoholic beverages; and to strengthen the health and well-being of the Church. This policy is not intended to limit the authority of a Vestry or Rector to adopt additional requirements or guidelines for their own congregation.

1. Requirements

- The serving of alcoholic beverages is to be done in moderation.
- The serving of alcoholic beverages is to be monitored and controlled in compliance with all state and federal laws governing alcohol use including the sale of alcohol.
- If alcoholic beverages are served, an attractive non-alcoholic beverage must be readily available; and clearly labeled as non-alcoholic.
- Food and beverages containing alcohol, including wine and champagne punch, must be clearly labeled at the point of preparation and the point of service.
- No church event should be centered around the drinking of alcoholic beverages.
- Even mildly intoxicated persons should be provided safe transportation home.
- Chemical usage other than alcohol is clearly controlled under federal, state and local laws and, as such, is forbidden at any church function.
- This policy applies equally to church events on and off church premises.
- Exceptions to this policy may be made only with the advice and consent of the Rector and Vestry.
- Requests for exceptions must be received in the Rector's office at least 21 days prior to the event.
- Non-church groups using church facilities must provide proof of liability insurance to the church.
- A responsible party for non-church groups using church facilities for events at which alcoholic beverages will be served must read and sign a copy of this policy, agreeing to abide by it.

2. Guidelines

- The policy concerning alcohol use is to be made known to the parish annually, especially Vestry members and those responsible for church events, including weddings.
- This policy should be posted in the kitchen area.
- Wine and champagne, whether in glasses or bottles, should be served rather than left on dining tables.
- Unused alcoholic beverages are to be removed from church premises as soon as possible following an event.
- Beer kegs are not allowed on church premises.
- Hosts or servers should be used to monitor the serving of alcoholic beverages.
- Serving adults alcoholic beverages at events that are primarily for children and young persons is strongly discouraged.

**Building Use Agreement Form
St. John Episcopal Church**

Date Received _____

Initials _____

Please complete and return this form to the church office when you need to reserve space for any activity or event. The Parish Administrator will confirm your reservation or offer alternate space and/or dates as available.

Group Name and Activity/Event: _____ For Profit Not For Profit

Contact person: _____ Phone: _____ E-mail: _____

This is a one-time event Date: _____ Time: _____

This is a recurring event Start Date: _____ Time: _____

End Date: _____

SPACE REQUESTED

- Parish Hall
- Nave
- Guild Room
- Kitchen
- Conference Room
- Classroom
- Kemp Library

EQUIPMENT/INSTRUMENTS NEEDED? Yes No

If Yes, please list: _____

(Please note: Use of the music instruments are subject to the approval of the Organist/Choir Director.)

SETUP REQUIRED Number of tables and chairs: _____

PUBLICITY Please advertise in: Sunday Bulletin Church Website Church E-news None

AGREEMENT I have read and agree to abide by and implement the rules and policies set forth in the Building Use Policy of the St. John Episcopal Church.

Signed: _____

Date: _____

=====**Administrative Use**=====

- Route to: Rector _____
- Organist/Choir Director _____
- Ministry Coordinator _____
- Altar Guild _____

Copies to: Junior Warden

Appendix B

**Building Lease For
Non-Church Related Events
St. John Episcopal Church**

The following sets forth the agreement between St. John Episcopal Church and

_____ (“the user”).

St. John Episcopal Church agrees to lease the following space(s) on the date(s) shown and the time(s) specified below:

Space(s) to be used: _____

Date(s) to be used: _____

Time(s) to be used: _____

In return for the use of the space(s) above the user agrees to pay a fee in the amount of \$ _____ to St. John Episcopal Church. A refundable security deposit of \$150.00 is due at the signing of this agreement, along with a Certificate of Insurance, and the full payment specified above.

Signed: _____
(Rector or Junior Warden)

Signed: _____
(User)

Date: _____

Schedule of Building Use Fees

1. There is no fee for any church related event.
2. All non-church related events will be subject to fees and conditions set by the Rector, Senior Warden or Vestry at the time the event is scheduled.