

**A Customary For
The Use Of
St. Margaret's Episcopal Church
Facilities**

January 2016

Use of St. Margaret's facilities

I. General Policies

- A.** Our building, or any part thereof, is available to the church membership or community at large for events that do not conflict with our own religious services or program of activities.
- B.** In accord with Title II, Canon 14 of the Constitution and Canons, the Rector is entitled to the use and control of the church buildings and may extend the hospitality of the church and parish buildings at his or her discretion.
- C.** Our order of priorities for building usage are:
1. Worship services.
 2. Church functions.
 3. Functions of affiliated church organizations.
 4. Functions of non-affiliated groups sponsored by members of our church.
 5. Functions of non-affiliated groups without sponsorship of a church member.
- D.** No event may be scheduled if preparation for that event will interfere with worship services.
- E.** St. Margaret's program leaders may schedule church functions by calling the church office and requesting their placement on the calendar. Scheduling problems or conflicts will be resolved at the discretion of the Rector.
- F.** All requests for other use of the building or any part thereof must be made to the church office on the "Building Use Request Form," and written confirmation must be received by the applicant.
- G.** A building custodian or adult member of the church, approved by the Rector or one of the Wardens must be present at any time the building or any part thereof is in use.
- H.** No decorations or flower arrangements of any kind may be used which require attachments to the walls, windows, woodwork or any portion of the building by use of tape, nails, tacks or adhesive of any type. Only removable, non-damaging tape, such as masking tape or similar material, may be used and must be completely removed by the responsible organization. Posters and other notifications must be posted on bulletin boards or easels provided. They must be in good

taste and of reasonable size. Any questions concerning acceptable decorations or their attachment should be addressed to the Junior Warden or Rector, and his or her judgment will be final.

- I.** Equipment of any kind for any purpose may be brought to the facility no sooner than one day before its use and must be removed within one working day thereafter unless special arrangements are made with the Administrative Assistant or Junior Warden. The delivery or removal must not interfere with normal activities of the church.
- J.** The Rector of St. Margaret's reserves the right to determine the propriety of any program.
- K.** Serving of alcoholic beverages at functions, other than wine and beer, must be approved by the vestry in advance.

At any time that alcohol is to be served at a church or church sponsored event, an adult at least 21 years old will be assigned the responsibility of overseeing the distribution of said alcohol. The person(s) in charge shall likewise be responsible for insuring that minors do not have access to alcohol, and should see that alcoholic and non-alcoholic drinks are available from separate service areas in order to prevent underage drinking.

At any event at which alcohol is served, an appealing non-alcoholic alternative will always be offered with equal prominence, attractiveness, and accessibility.

All drinks and food will be clearly labeled if they contain alcohol.

Alcohol will not be served or consumed under the following circumstances:

During any event in which the primary focus of the activity involves minors;

By any adult who is acting as a leader, counselor, or who in any capacity shall have supervisory responsibility over minors;

Before or during business sessions (for example, vestry or committee meetings); or,

When food is not served at the same event.

Alcohol will not be featured in the advertising or promotion of any church event.

- L.** If determined necessary by the Junior Warden, one or more security and/or traffic officers will be provided by the user at the user's own expense, and the user will be so notified upon approval of his application for the use of the facility.
- M.** Children must be under adult supervision at all times. St. Margaret's encourages use of our nursery facilities for the care of babies and small children at events. No less than one adult per five children is required at all times in the nursery and we strongly encourage a lower adult/child ratio for care of infants. We encourage use of St. Margaret's regular babysitters, who may be arranged through the Administrative Assistant.
- N.** No property or equipment of St. Margaret's may be removed from the premises without specific permission of one of the Wardens, the Rector, or the Administrative Assistant. The borrower must complete and file with the office a "Request For Use of Church Property," which will include a list of items, date to be taken and date to be returned. The date items are returned will be noted on the form which will be kept on file.
- O.** St. Margaret's assumes no responsibility or liability for personal property of any person, organization, company or other entity left on its premises.
- P.** Alterations, additions or re-arrangements of furnishings must not be made without express approval of the Rector or one of the Wardens.

II. Restrictions on Usage

- A.** The church property shall not be used for the following:
1. Non-church related fund-raising drives.
 2. Political purposes.
 3. Games of chance.
- B.** Use of tobacco or smoking in any form is not allowed within the building complex.

III. Williams Hall

- A.** Williams Hall is available for use subject to the guidelines set forth in this document.
- B.** The organ, public address system and recording or sound reproduction equipment may be used only by those people having specific permission from the Rector.
- C.** No photographs, motion or video pictures may be made without the Rector's permission during any service conducted in the church. Tape recordings may be made.

IV. Mitchell Welcome Center, Kitchen, Other Meeting Rooms

- A.** The use of the Mitchell Welcome Center, kitchen and other meeting rooms by any organization, individual or caterer is subject to their agreement to leave the kitchen and other areas used **SPOTLESSLY** clean and to pay a fee, as may be required. The individuals, organizations, or caterers will be held financially responsible for the cost of a clean-up service, if necessary.
- B.** The Mitchell Welcome Center, kitchen and other meeting rooms will be available to groups affiliated with St. Margaret's Church. All other groups or individuals whose use of the facilities is approved by the Vestry or Rector must do the following:
 - 1. Reimburse the church for all salaries and benefits of congregation employees utilized for any purpose.
 - 2. Reimburse the church for any laundry cost it may incur.
 - 3. Provide their own food and supplies.
 - 4. Reimburse the church for any expense incurred because of breakage or inadequate cleaning as determined by the Junior Warden.
- C.** Professional caterers shall provide the church with the following evidence of insurance:
 - 1. Workers' Compensation Insurance
 - 2. Automobile Liability Insurance with limits no less than \$100,000/\$300,000 Bodily Injury, \$50,000 property damage.
 - 3. Public Liability Insurance, including Products Liability and Personal Injury Protection with limits no less than \$300,000 Bodily Injury, \$50,000 Property Damage. These certificates should be furnished to the church office at least one week prior to the

function and any contract will be null and void for lack of supplying this evidence of insurance.

- D.** All youth organizations' events must be conducted with the presence of at least one adult member of the church for every ten young people in attendance.

V. Fees for Building Usage

- A.** No fees shall be charged to any member in good standing or organization of St. Margaret's Church for the use of facilities or equipment for church-related purposes. Usage fees for all others are set forth in the attached fee schedule.
- B.** In addition, janitorial fees will be charged to individuals or organizations which require assistance while using our facilities. This fee will be determined by the Junior Warden based on the number of hours required and the hourly wage of the janitor(s) involved.
- C.** Weddings and attendant events fall into a separate category and are subject to guidelines and fees which are set out in the booklet "The Celebration and Blessing of a Marriage."

VI. Waiver of Liability or Insurance

- A.** Non-members who use the church building and premises for any purposes must waive liability of St. Margaret's for any injury or damages resulting from the use of St. Margaret's buildings or premises. Non-members assume all risk to persons or property and will hold St. Margaret's harmless from any liability occasioned by that usage. Prior to the first use of the church space by a for-profit user or an entity (organization, association, etc.) user, the user must supply to the Office Administrator a Certificate of Insurance indicating they are covered by liability insurance issued by an insurer licensed and approved by the State of Arkansas. Said certificate shall set forth the limits of coverage. If the use of the church property includes the kitchen facilities, the minimum limits shall be \$1,000,000.

ST. MARGARET'S EPISCOPAL CHURCH
Little Rock, Arkansas

Building Use Fee Schedule

Classrooms:

Up to 4 hours	\$55
Additional hours	\$10 per hour

Kitchen:

Up to 4 hours	\$75
Additional hours	\$10 per hour

Welcome Center:

Up to 4 hours	\$55
Additional hours	\$10 per hour

Welcome Center/Kitchen Level 1*

Up to 4 hours	\$125
Plus refundable deposit of \$100	
Additional hours	\$10 per hour
Linen fee	A dry cleaning fee will be charged as applicable

*Level 1 includes use of refrigerator (available 24 hours prior to event, with all of the user's foods properly labeled), preparation tables, sinks, coffee pots and icemaker.

Welcome Center/Kitchen Level 2**

Up to 4 hours	\$225
Plus refundable deposit of \$200	
Additional hours	\$10 per hour
Linen fee	A dry cleaning fee will be charged as applicable

**Level 2 includes all Level 1 uses plus use of stove/ovens, proofers and dishwasher.

Upon a satisfactory inspection by a St. Margaret's Episcopal Church designee of the premises used and a determination that all obligations to St. Margaret's Episcopal Church have been resolved in a satisfactory manner, the deposit less any agreed upon deductions shall be returned to User.

ST. MARGARET'S EPISCOPAL CHURCH
Little Rock, Arkansas

Application for Use Of Facilities

Date of Application: _____

Organization: _____

Purpose: _____

Event Coordinator: Name _____

Address: _____

Phone Number: _____

Date of Event: _____ Time: _____

Building/Area: _____

Number of People Expected To Attend: _____

Will childcare be necessary? **Yes** **No** If **Yes**, please indicate an approximate number of children, specifying the number of children over age three, and the number under age three, and provide names and number of childcare providers, on a separate sheet. Or, indicate your desire to utilize St. Margaret's regular babysitters. _____ # of children under age 3; _____ # of children over age 3. List of care providers attached We request arrangements be made for use of St. Margaret's regular babysitters at their usual and customary rate.

If accepted, I/we agree to 1) comply with the Customary For The Use Of St. Margaret's Episcopal Church Facilities, which we have read and understand and 2) reimburse St. Margaret's for any damage (other than ordinary wear) to its facilities and 3) reimburse St. Margaret's Episcopal Church all charges and fees incurred due to the event.

I/we expressly assume all risks and liability for any and all damages to persons or property arising from user's activities on St. Margaret's Episcopal Church premises during the period of time covered by this agreement and agree to indemnify and hold harmless St. Margaret's Episcopal Church therefrom.

If accepted, I will complete and return to the Administration Office the appropriate check list at least seven (7) days prior to the date of the event.

Authorized Representative (Please print)

Signature

Date

For St. Margaret's Episcopal Church Use Only

Approved: _____ Denied: _____

Fee: \$ _____

Rector

Junior Warden

Security _____

Sexton _____

Attendant _____

Circle Which Apply:

Welcome Center

Kitchen

Williams Hall

Nursery

Divine Atrium

Toddler Nursery

Shepherd's Atrium

Adult Classroom

Youth Community

Library

Columbarium

ST. MARGARET'S EPISCOPAL CHURCH
Little Rock, Arkansas

Event Check List

Please return no less than seven (7) days prior to event.

Approved contractors and laborers to be used and paid by applicant. Deliveries from and/or employees of vendors will be the responsibility of the undersigned agent for Event.

CATERER:

Name: _____

Contact: _____

Address: _____

Phone: _____

PORTERS, WAITERS:

Name: _____

Contact: _____

Address: _____

Phone: _____

FLORIST:

Name: _____

Contact: _____

Address: _____

Phone: _____

AUDIO/VISUAL/PHOTOGRAPHER:

Name: _____

Contact: _____

Address: _____

Phone: _____

Print Name: _____

Signature: _____

Date: _____

