

# St Edwards' Episcopal Church

## Policy for Facility Usage and Related Fee Schedules

Effective Date: April 30, 2018

- 1) The facilities and property of St Edward's Episcopal Church are intended to support the Mission of the Diocese of Atlanta, the Parish and activities of their internal and external ministries and committees.
- 2) It is also the policy of St Edward's Episcopal Church to rent it facilities and property, for a fee, to Parishioner's and neighborhood organizations and individuals (non-members) so long as the events/activities being conducted are compatible with the Parish Mission and values.
- 3) Under no circumstance will the Chapel, Nave, and Sanctuary be rented for any purpose without the express approval of the Rector/Priest-in-Charge (or Senior Warden in his absence).
- 4) No rentals may be made until a **Facility Usage Request** form is completed and approved by the Rector/Priest-in-Charge (or Senior Warden in his absence). The Parish Administrator will receive and process all **Facility Usage Request** forms and ensure that all required coordination is completed as discussed below before submitting the **Facility Usage Request** for approval.
- 5) The Junior Warden for (B&G) shall be responsible for resolving any conflicts related to use of the facilities. Any conflicts that cannot be resolved by the Junior Warden (B&G) shall be elevated to the Executive Committee and Rector/Priest-in-Charge for final decision. Should conflicts arise they shall be resolved In accordance with the following guidelines:

### Usage Priority Guidelines

- **Events/Organizations Not Subject to Usage Fees:**
  - Parish Wide Events Services/Meals/Meetings/Fundraisers.
  - Meetings, Events, and Fundraisers conducted by Internal Ministries of the Parish
  - Meetings, Events, and Fundraisers conducted by Outside Ministries of the Parish (e.g., Brotherhood of St Andrew, Grief Share, Boy Scouts, Cub Scouts, etc.)
  - Meetings, Events, and Fundraisers conducted by Diocesan and Episcopal Church Organizations
- **Events/Organizations/Individuals Subject to Usage Fees (Rentals):**
  - Private Events sponsored by Parishioners such as Parties, Receptions, Recitals, etc.
  - Events sponsored by Outside Non-Profit Organizations and not hosted by a Parish Ministry
  - Events by outside government or governing organizations (e.g. , Home Owner Associations)
  - Events by outside for profit organizations
  - Events sponsored by outside Individuals

- 6) No property can be removed from the campus except portable tables, metal folding chairs, chair sashes, and table cloths which may be rented independent of facilities and taken off campus.
- 7) The use of linens, decorations, and church accessories (china, servers, etc.) must be coordinated with and approved by the Hospitality Committee.

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- 8) The use of musical instruments must be coordinated with and approved by the Music Director. Only approved musicians will be allowed to play the Organ and Piano in the Sanctuary and electric piano in the Chapel.
- 9) Deposits:
  - i) Parish Committees and Staff shall not have to post the deposit to reserve a facility.
  - ii) Parishioners reserving facilities and property for private events shall be required to post a reservation deposit equal to 10% of the usage fee. The reservation deposit can be applied to the final bill.
  - iii) Outside organizations/individuals reserving facilities and property shall be required to post a reservation deposit equal to 25% of the usage fee. The reservation deposit can be applied to the final bill.
  - iv) A damage deposit equivalent to 10% of the total rental cost will be required from Parishioners. The damage deposit may be waived at the discretion of the Junior Warden, Senior Warden, or Rector/Priest-in-Charge.
  - v) A damage deposit equivalent to 25% of the total rental cost will be required from outside organizations and individuals (non-members). The damage deposit in this case may not be waived.
  - vi) Damage deposits will not be applied to the rental cost. Damage deposits will be returned with 10 working days of completion of the rental or return inspection (see paragraph 12 below).
  - vii) 100% of reservation and damage deposits for reservations cancelled more than 60 days before the event will be refunded.
  - viii) 50% of the deposit for reservation deposits and 100% of damage deposits will be refunded for reservations cancelled 16-60 days before the scheduled event.
  - ix) Reservation deposits for events cancelled within 15 days of the scheduled event date will not be refunded and the deposit will be considered a donation to St Edward's Episcopal Church unless otherwise approved by the Vestry. 100% of damage deposits will be refunded in this case.
- 10) Fees: See **Schedule of Fees** attached. Required fees can only be reduced or waived by the Rector/Priest-in-Charge, Senior Warden or Vestry.
- 11) Payment: All deposits and usage fees will be paid in full before the setting up for an event.
- 12) Damages: People renting facilities and/or property of the Parish are expected to return everything in at least as good a condition as they received it. Therefore, an inspection will be conducted by the Junior Warden or other designated Parish representative individual both before and after the rental. The parishioner/person/organization renting the facilities/property should be present during the inspections since they/it will be charged for any damages. If a damage fee is assessed it shall be billed separately.

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- 13) The Parish Administrator will document the use and rental of all facilities and property on the Parish Master Calendar.
  - a) An event requested by a member of Staff, a Parishioner, an outside organization, and/or outside individual should be penciled into the calendar upon receipt of a **Facility Usage Request** form but will not be confirmed until all required approvals are documented and, in the case where a usage fee is required, the deposits are paid.
  - b) Once an event is confirmed and entered onto the Master Calendar an activity cannot be bumped by a higher priority event without the written approval of the organization being bumped.
- 14) Release from Liability: The **Facilities Use Request** form shall include a Release of Liability statement that must be signed by the Parishioner or Sponsor /Contact Person renting the facility and/or property.
- 15) Building Use Guidelines: The Parishioner or Sponsor /Contact Person must read and accept the Building Use Guidelines of St. Edward's Episcopal Church and so indicate on the **Facilities Use Request** form. Note these guidelines must be followed whether an usage fee is required or not.
- 16) Consumption of Alcoholic Beverages on campus must be approved by the Vestry and the Parishioner Sponsor/Contact Person for all internal and outside organizations must follow and sign the St Edward's Alcohol Policy and Agreement and so indicate on the **Facilities Use Request** form.
- 17) Set-up, clean-up, decorating, flower arrangement, musicians and other services are available for additional cost.

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**Schedule of Fees for Use of Facilities:**

Facility	Rental Fee		Set-up Fee (Note 2)	Clean-up Fee (Note 3)
	Hourly	Per Day		
<b>Nickelson Hall.</b> Includes use of warming kitchen and up to ten tables and up to 80 chairs.	<b>\$75.</b> Two hour minimum.	<b>\$375</b>	<b>\$25</b>	<b>\$125</b>
<b>Undercroft.</b> Includes and up to four tables and 32 chairs and use of the sitting room and two meeting rooms. Does not include use of Commercial Kitchen.	<b>\$35</b>	<b>\$175</b>	<b>\$25</b>	<b>\$75</b>
<b>Commercial Kitchen.</b>	<b>\$30</b>	<b>\$150</b>	<b>N/A</b>	<b>\$50</b>
<b>Sanctuary/Nave/Choir Area</b> Includes use of the Nursery and Gathering Rooms. Note: This space will normally be used for services and funerals which are not subject to fees. If used for items subject to fees such as weddings, music recitals, plays, etc. the fees are shown.	<b>\$65</b> Two hour minimum.	<b>\$325</b>	Cost estimate to be determined based on event.	<b>\$125</b>
<b>Gathering Room.</b> Includes two tables and 10 chairs. This room is normally used for families to gather for weddings and funerals and at other times for meetings and discussion groups.	<b>\$20</b>	<b>\$100</b>	<b>\$25</b>	<b>\$25</b>
<b>Chapel for Services.</b> This space will normally be used for services which are not subject to fees. If used for items subject to fees such as weddings, music recitals, plays, etc. the fees are shown.	<b>\$35</b> Two hour minimum.	<b>\$175</b>	Cost estimate to be determined based on event.	<b>\$50</b>
<b>Chapel for Meetings.</b> Includes up to three tables and 24 chairs.	<b>\$20</b>	<b>\$80</b>	<b>\$25</b>	<b>\$25</b>
<b>Bride's Dressing Room.</b> This Room has private access to the Women's Rest Room and has same level access to the Chapel and Sanctuary.	<b>N/A.</b> See Note 4.	<b>\$105</b>	<b>N/A.</b> See Note 4.	<b>\$35</b>
<b>Nursery.</b> Can accommodate up to 7 infants and/or children. The children can hear and watch what is going on in the Sanctuary. Nursery Worker is additional cost.	<b>\$10.00</b>	<b>50.00</b>	<b>\$25</b> Includes Lysol Spray anti-bacterial cleaning.	<b>\$25</b> Includes Lysol Spray anti-bacterial cleaning
<b>Meeting/Class Rooms</b> Up to 5 available. Includes one or two table and up to 16 chairs.	<b>\$10.00</b>	<b>\$50.00</b>	<b>\$20</b>	<b>\$20</b>

Note 1: All facility rentals include at no cost adequate time to set up in advance.

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Note 2: Includes arranging tables and chairs as agreed. This is an optional service/fee but if the renter does not have the Parish Sexton perform these duties they will be responsible for completing this work.

Note 3: Includes emptying trash, washing all church dishes and utensils used, cleaning counters, tables and chairs, vacuuming carpets/mopping floors. This is an optional service/fee but if the renter does not have the Parish Sexton perform these duties they will be responsible for completing this work before the final inspection.

Note 4: This fee is included in the rental price since this room is normally used for other purposes and must be set up for use as a dressing room.

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**Schedule of Fees for Linens and Accessories:**

Items	Size	Price (each)
Table, Rectangular	" x "	\$10.00
Table, Rectangular	" x "	\$10.00
Table, Round	" D	\$10.00
Padded Banquet Chair	N/A	\$3.00
Metal Folding Chair	N/A	\$2.00
Chair cover without sash	Fits banquet chairs	\$2.75
Chair cover with sash	Fits banquet chairs	\$4.00
Chair sashes	Fits metal and banquet chairs	\$1.50
Round table linen	90"	\$10.00
Round table linen	108"	\$13.00
Round table linen	120"	\$20.00
Rectangle table linen	60" X 120"	\$10.00
Rectangle table linen	60" X 132"	\$13.00
Rectangle table linen	60" X 190"	\$15.00
Napkin linen	17" x 17"	\$0.70
Centerpiece	8"	\$5.00
	10"	\$7.00
	12"	\$8.00
	18"	\$10.00
	20"	\$15.00
	22"	\$20.00
China, Glasses, Serving Dishes, Flatware, etc.	Plastic and hard items can be supplied.	Note 5.
Bar-B-Que Grill	4 burners	\$25.00
Portable amplifier and wireless microphone	N/A	\$20.00
Use of Large Screen Monitor in the Chapel or Nicholson Hall or Sound System in the Sanctuary	N/A	\$20.00 per location.
Piano in Nickelson Hall		
Electric Piano in Chapel	Requires coordination with Music Director	
Organ in Chapel	Requires coordination with Music Director	
Grand Piano in Sanctuary	Requires coordination with Music Director	
Organ in Sanctuary	Requires coordination with Music Director	
Hand Bells	Requires coordination with Music Director	
Drums	Requires coordination with Music Director	

Note 5: Hard (silver, glass, metal, porcelain) or plastic items such as coffee carafes, punch bowls, serving bowls, dishes, plates, bowls, flatware etc. may be available upon request. Prices will need to be determined after requirements are confirmed.

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**Schedule of Fees for Services:**

Service	Fee	Remarks
<b>Decorating Design and Set-up</b>	\$ _____ per hour plus cost of materials	
<b>Flowers and Center Piece Design</b>	\$ _____ per hour plus cost of materials	
<b>Nursery Worker</b>	\$20.00 per hour	
<b>Audio/Video Equipment Setup and/or Running Equipment</b>	\$20.00 per hour	Using church equipment in the Sanctuary and Nickelson Hall. Portable sound equipment is available for no charge for use elsewhere or outdoors.
<b>Musicians:</b>		
• <b>Music Director</b>	\$ _____ per hour	
• <b>Pianist/Organist</b>	\$ _____ per hour	
• <b>Musicians</b>	\$ _____ per hour	

Note 6: Additional services such as singers, photographers, caterers, etc . can be arranged for extra cost.

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**Related Forms and Documents:**

1. **Facility Usage Request** form dated April 30, 2018.
2. **St. Edward's Parish Liability Release** form dated April 30, 2018.
3. **Building Use Guidelines** dated April 30, 2018
4. **Alcohol Use Policy** dated April 30 2018.