

St. Paul's Episcopal Church

200 Jefferson Ave., Endicott, NY 13760

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Approved by the Vestry on July 10, 2012

This is a statement concerning the use of our facilities. We ask that you read it and follow it carefully.

We are happy to have your group use our facilities. Should you have any questions please contact the Parish Office.

BUILDING USE POLICIES

The use of buildings in the Episcopal Church is governed by the Canons and Constitutions. The Canons vest responsibility for building usage to the Rector. The Wardens symbolically present the Rector with the keys of the parish building(s) at the Celebration of New Ministry.

The Vestry is responsible for parish buildings, including their general upkeep and appearance. Additionally, the Vestry is charged with the financial well being of the parish. This includes raising funds and paying bills. Given this, the Vestry must take into consideration utilities costs when making decisions about the usage of the building.

The Rector will review all applications for the use of the building with the Wardens. The Rector and Wardens will make recommendations to the Vestry regarding any action that needs to be taken regarding the use of the building, including appropriate procedures to maintain the security of the building when it is not being used for official church business.

The Rector, in conjunction with the Wardens, may grant one-time use agreements without Vestry approval. Long-terms use agreements must be reviewed and voted upon by the Vestry during its regularly scheduled monthly meetings. The Vestry should make it a practice to periodically review long-term agreements.

It is the policy of St. Paul's Church that politically affiliated groups may not use the church facilities as such use may be perceived as a breach of the separation between church and state and may thereby jeopardize the tax-exempt status of the church.

Because democracy is a key principle of the Episcopal Church, the Vestry may allow the use of the building for non-political groups that are committed to weighing different points of views on specific issues. Applications from groups that Vestry perceives as one-sided or are not in keeping with the values of the Church may be rejected.

St. Paul's Church functions have first priority for use of the building.

Because we do not have a sexton (custodian) each group is responsible for the set up of tables and chairs and the return of such items to their proper places.

Keys: All keys to the building are issued at the Parish Office. You must make arrangements for keys through the Parish Secretary. When you obtain a key, your name and phone number will be recorded and you will be asked to sign a statement saying that you will be responsible for the key and you will pay a security deposit fee of \$25.00 for the key you receive which will be refunded when you turn the key in. Please keep track of your key. It provides access to our facilities. If your group is only using the building once, or if your group stops using the building after regular use, please return the key to the Parish Office promptly. There is a \$10 fee for lost or unreturned keys.

Unlocking the Education Building Door: The Education Building door may be opened with the key that has been issued to you. However to unlock it securely so that others may also enter, you must take an extra step. A special hex key is hung on a hook to the left of the inside of the doors. This key must be inserted into the hex screw which is found under the middle of the crash bar on the left hand door (from the inside of the building) Use the key to turn the screw clockwise until it is all the way in which will draw the crash bar all the way and keep it there. Remember to reverse this procedure when you exit the building as indicated above.

Locking the Education Building Door: Take the hex key from the hook and insert it into the hex screw in the middle of the crash bar and turn it until the crash bar releases. Return the hex key to the hook. When you leave and close the door, take hold of the handle and shake it gently to be sure it locked. Please make sure the door is locked; it sticks sometimes.

When You Are Done: Before you leave the building, please do the following:

We ask that you leave the building in the same condition in which you found it.

1. Pick up after your group; throw away trash, recycle your materials, put away your materials.
2. Restore rooms to the original set up upon your arrival.
3. During the heating season, turn the thermostat all the way down, except in the large fellowship hall directly under the church sanctuary.
4. Turn all lights off, including those in the four rest rooms. Be sure to check both areas in the ladies' rest rooms.
5. Lock up carefully. Verify that the door locked by shaking it gently.

Please abide by the following rules:

1. **St. Paul's has a "No Alcohol" policy which is included.**
2. **We have an environmental policy which is attached.**
3. **All children should be supervised at all times, and are not permitted in the play areas of the undercroft (these toys do not belong to us; they are part of the Cornell Cooperative.)**
4. **All loud music or activity that would bother the neighbors is prohibited.**
5. **No lit candles in any rooms other than the chapel and main sanctuary.**

If You Have A Problem: Should you have a problem, please be sure to let us know, especially if it is a dangerous condition. You may do so by leaving a note on or under the door to the Parish Office (located at the head of the stairs in the office side of the building). Should

you have a problem which requires immediate attention, call one of the people below. If you fail to reach one of them, there are others who may be called in the case of an emergency. Their names and phone numbers may be found on the doors to the office building.

St. Paul's Church is served by the Endicott Police and Fire Departments and the Union Volunteer Emergency Squad. They may be reached in an emergency by calling 911. There is a phone located in the Lounge. There is also a wall phone in the kitchen off the undercroft (the large room under the church sanctuary).

We hope you have a good and safe program while at St. Paul's Church.

THE USE OF ALCOHOL AT ST. PAUL'S CHURCH

As Christians, we, the vestry of St. Paul's Church, see God's creation as good. All that God has given us, including life itself, is good.

The grape, like laughter, dance and music, are gifts given to us by our Creator. We recognize that alcohol is not, in itself, bad, for we note in the second chapter of the Gospel of John that our Lord approves of wine in a social setting as noted in His first miracle at Cana and in the institution of Holy Eucharist.

At the same time, we recognize that alcohol is a major threat to the fabric of our society. Because this problem has reached epidemic proportions and because it is recognizable, preventable, and treatable, we see all manifestations of alcoholism as essentially interrelated and we acknowledge our responsibility as Christian persons to implement measures which will help stem their three-fold impairment, body, spirit and mind. As a gathered Christian community, we recognize that alcoholism drives persons from God and becomes a god. Because alcohol impedes the spiritual health of a person and because we believe the Church is a redemptive fellowship that must be sensitive to the need for exercising a healing ministry to the problem drinker, and to members of their families, this policy requires the attention, concern and participation of every member of St. Paul's Church.

Since we understand alcoholism to be an illness, we commit ourselves to do everything possible to eliminate the illness.

We affirm our decision to act responsibly and to act in a Christian attitude toward others. Therefore, we do not allow alcohol on the premises of the Church and the Building.

ENVIROMENTAL POLICY

St. Paul's is concerned for the care of God's creation. For this reason it has adopted an environmental policy for the parish. This policy rises from a vision that St. Paul's become a model Christian environmental community. The Vestry seeks to communicate its policy widely within the parish, inviting members of the parish and those groups who use its buildings to abide by this policy as a matter of Christian stewardship of the environment.

Fundamentally we are asking for two things. First, please avoid the use of materials which are harmful to the environment or are wasteful of natural resources (i.e. throw away items and avoid the use of chemical items). Second, recycle everything which is recyclable. Bins are located throughout the building for this purpose.

Environmental Policy

- We are the Body of Christ, God's people. We acknowledge that everything in the created order comes from God, including our very lives. As God's people, we have been entrusted with care of the creation. We seek to be faithful stewards of the responsibility.
- The Focus of our environmental stewardship will be on the parish as a whole, its individual members, groups which use the parish buildings, and the wider community.
- We invite all parish and outside groups which use our buildings to abide by the policy and practices which we adopted.
- We invite individual members of the parish to adopt similar policies and practices in their homes.
- It is the policy of the parish to, in so far as it is possible, encourage the faithful use of the three R's (Reduce, Reuse, and Recycle) in the living out of our stewardship of God's World.
- The Vestry shall appoint an environmental coordinator for the parish.

Environmental Action: A Conservation of Natural Resources

1. Reduce

- Turn down thermostats when leaving
- Turn off lights when rooms not in use
- Turn off air conditioners when leaving
- Keep thermostats at 68 degrees when using rooms during the heating season
- Be sure all faucets and gas burners are turned off when not in use
- Turn the temperature of the water heater up (C)only before using the dishwasher, returning the temperature to 120 degrees (A) at all other times
- Leaking faucets, toilets or other fixtures should be reported and repaired as soon as possible.

2. Reuse

- Reusable cloth rags shall be used in preference to paper towels where practical
- The clergy shall encourage wedding parties to rent cloth carpet runners.

3. Recycle

- Recyclable items include: glass bottles, cardboard boxes, tin cans, plastic containers, newspaper, white paper, colored paper, aluminum cans, foil pie plates, brown paper bags
- A recycle bin/box will be placed in every room
- The collection point for all these recyclables will be in the alley located in the back of the church building
- The recyclables will be taken to the curb on Tuesdays
- Recyclable items which are not being picked up at the present time will be accumulated and disposed of as required by volunteers.

FEES FOR USE OF BUILDING

Fees, if required, must be paid to secure a usage date.
Fifty percent of the fees are refundable upon cancellation of the event.

CHURCH MEMBERS:

Funerals - There are no fees for the use of the building for funerals held in honor of St. Paul's Church members.

Weddings - Wedding fees and procedures can be found in the Wedding Guidelines Book

Milestone Events – Church members are not required to pay a fee for special events, such as Silver and Golden wedding anniversaries, 100th birthday parties, etc., however, a donation would be greatly appreciated to help defray utilities costs.

Personal Functions – Church members who wish to host birthday parties, showers, etc. are not required to pay a fee for the use of the building but a donation would be gladly accepted to defray utilities costs.

NON-CHURCH MEMBERS:

Non-church members will be assessed a \$100.00 fee that covers the use of the building.

NOT FOR PROFIT GROUPS:

Not for profit groups will be assessed a \$100.00 fee for use of the building and to defray utilities costs.

NOT FOR PROFIT CHURCH GROUPS:

Not for profit church groups will not be assessed a fee; however, a donation would be greatly appreciated to defray utilities costs.

PROFESSIONAL GROUPS:

Professional groups will be assessed fees according to the following guidelines:

Church and/or Undercroft without use of the kitchen:

October 1- April 30	\$175.00
May 1 – September 31	\$125.00

Church and/or Undercroft with use of the kitchen:

October 1 – April 30	\$250.00
May 1- September 30	\$200.00

A refundable deposit of \$75 will be assessed for the use of the church's china and silver.

All groups must provide the church with a Certificate of Insurance at the time of application.

APPLICATION PROCESS

Applications for one-time use must be submitted to the Rector. The Rector will review one-time use applications with the Wardens and together they will decide to approve or reject the application. The Rector is responsible for notifying the applicant of the outcome of the review.

Applications for long-term use must be submitted to the Rector at least one week before the meeting of the Vestry. (Note: The Vestry meets on the second Tuesday of each month excluding August when no meeting is held.) The Rector will review the application with the Wardens and together they will make a recommendation which will be presented to the Vestry, discussed, and voted upon. The Rector is responsible for notifying the applicant of the outcome the Vestry's decision.

Fees, if required, must be paid in order to secure a usage date.

CHURCH AND PROPERTY USE AGREEMENT

The undersigned organization, hereinafter called the "User" (or "Lessee, etc., depending upon terms), in exchange for permission from St. Paul's Episcopal Church, requests the use of the premises at 200 Jefferson Avenue, Endicott, New York for:

Date of proposed use _____ Time event is to: begin _____ end _____

Name of Organization _____

Address _____

Phone Numbers _____

Contact Person _____

Type of Organization or Group: (please check one)
 Member Non-member Not for Profit Not for Profit Church Professional

Area(s) to be occupied: (please check all that apply)
 Church Great Hall Kitchen Classroom Lounge

Purpose of use:

Number of people expected to attend: _____

Time you are arriving: _____

Set up Times:

Time you are departing: _____

Set up Times:

Date of Application _____

The User hereby agrees as follows:

1. That the attached Certificate of Insurance accurately and fully represents the User's liability insurance currently in effect and names St. Paul's Episcopal Church as an Additional Insured; and that the User is covered under "Sexual Misconduct" Policy; and
2. that the User shall indemnify St. Paul's Episcopal Church against and hold St. Paul's Episcopal Church harmless from any and all claims, actions and damages, including reasonable attorneys' fees, obligation and liabilities, of whatsoever nature arising out of the use by the User of St. Paul's Episcopal

Church premises or in any way connected therewith. Upon institution of any action against St. Paul's Episcopal Church for any claim, action, damages, obligations, liabilities, or liens, User shall assume full responsibility for the defense thereof.

If approval is granted, fees, if required, must be paid in advance of an event in order to secure the usage date. Fees are refundable up to 24 hours prior to the event.

I agree to the conditions in the Agreement for Building Use policies.

Dated _____

User Name

Authorized Signer

Address

Please attach a certificate of insurance.

Please submit to:
St. Paul's Episcopal Church
200 Jefferson Ave.
Endicott, NY 13760

For office use only

Date rec'd _____

Cert of Insurance rec'd ↑

of Keys out _____