

**ST. JAMES' EPISCOPAL CHURCH
HACKETTSTOWN, NJ
BUILDING AND FACILITIES
USE POLICIES AND APPLICATION**

The buildings and facilities of St. James' Episcopal Church will be made available to Parish members and to the Hackettstown community, individuals and organizations, for purposes that support the Christian mission of our church. These uses could be appropriate events, functions or meetings, single occurrences or ongoing scheduled ones.

Our church mission is to be an open, inclusive and caring faith community that embraces diversity and celebrates the joy of Christ. Use of the Mitcham House meeting spaces and the Great Hall is to be complementary with this mission and must not conflict with it. We welcome community-service/non-profit organizations and charities to use our facilities for events. The policies and requirements in this document are to support this usage of the buildings in an organized and effective way.

We are often approached by organizations which request a modified fee based on the fact that they are nonprofit organizations, or organizations which serve people without fee. As a religious nonprofit organization, St. James' recognizes the unique financial challenges we all face. St. James' Episcopal Church has a strong commitment to outreach. We also have a strong commitment to the stewardship of our resources, and we take our financial responsibility to our members seriously. We have just completed a new building and hold a substantial mortgage. At this time, we cannot modify minimum rates for regular meetings of nonprofit groups.

This document lists the following:

- a) Specific uses of buildings & facilities of St. James
- b) Expectations and requirements for those using the buildings and facilities
- c) Fees for use of the building
- d) Steps for facility use scheduling
- e) Application & Insurance Rider Request example

USE OF THE BUILDINGS AND FACILITIES

For-profit or fund raising events by Hackettstown community groups are not be allowed. Fund raising events by St. James' Parish organizations to support outreach or Mission Strategy projects will be allowed.

All events must be cleared/approved by the Rector and/or the Vestry. Arrangements for long-term, ongoing events or group meetings will be reviewed at least annually for continued approval. The church reserves the right to cancel long-term arrangements with 30 days notice to the group using the facility.

· USING THE MITCHAM HOUSE MEETING ROOMS AND OFFICES

The Mitcham House meeting spaces are able to handle meetings of up to 15 people. These meetings should be arranged with the Parish Administrator with the approval of the Rector and/or Vestry. Use of the Mitcham House typically will not be open to the general Hackettstown community. Exceptions to this will be reviewed by the rector and/or vestry on a case-by-case basis.

· USE OF THE GREAT HALL

The Great Hall will be available for events or meetings to Parish members and Hackettstown community individuals and groups if those events or meetings are in keeping with the mission of the church as stated above.

USE OF THE SANCTUARY AND CHAPEL

The sanctuary and chapel spaces will be used for worship and sacramental events. Any services or other events must be requested directly to the Rector. The Rector must approve the usage and will schedule the service or event.

EXPECTATIONS & REQUIREMENTS FOR GROUPS USING THE FACILITIES

The following requirements are to make sure that the people using the facilities do so safely, have the appropriate legal agreements, take responsibility for their use of the buildings and behave appropriately during the events or meetings.

· INSURANCE REQUIREMENTS

The Group using the facility will agree to maintain liability insurance in an adequate amount for the protection of the Group's organization, its officers and members against the claims of anyone who charges that Group's organization, its officers or members. The Group's organization, its officers and members have legal responsibility for damages suffered by the claimant at the Church premises and/or damage done to the Church premises during or as a result of the Group's event.

The Group will obtain a copy of a Certificate of Liability Insurance naming the Church as an additional insured for liability. The Group will deliver this Certificate to the Church at least 1 week prior to the date of the event. **This paperwork is essential and Keys will not be released if this paperwork is not complete.**

For those new to obtaining a Certificate of Liability from their Insurance Company, there is a sample letter on the last page of this booklet that can be used to request one from your insurance agent. We recommend attaching this to your homeowners insurance. This process can take upwards of a week, so please plan accordingly when scheduling your date.

· INDEMNIFICATION/NON-AFFILIATION

For being allowed to use and while using the premises and facilities of the Church's property, the Group agrees to indemnify and hold harmless the Church and its officers, agents and employees from and against all claims, damages and expenses, including reasonable attorney's fees arising out of or connected with the Group's presence upon or use of the Church's premises or by the Group's officers, employees, members, agents, clients, visitors. In no event shall the Group indemnify the Church for any claims, damages or exposures arising in whole or in part from the negligence or willful misconduct of the Church, its employees or agents. The Group's representative must warrant that he/she does represent the group or organization arranging for use of the building and is authorized to make agreements.

· RESPONSIBILITY FOR DAMAGE

The Group using the facility will be responsible for any damage to the facility that occurs during the event by attendees. If necessary, a designated, responsible person from the group may arrange for an inspection to establish the condition of the appropriate facility before the event and one after the event to verify that no damage has occurred during the event.

· SUPERVISION & BEHAVIOR ON CHURCH PROPERTY AND IN CHURCH FACILITIES

Behavior by those attending an event on Church property should be appropriate to the nature and mission of the Church. In the event that the Group using the facilities will be primarily made up of attendees under the age of 18, the Group is responsible to ensure that a reasonable number of adults are present to provide supervision to the minors at the event (we recommend a ratio of 1 adult to 10 minors as a guideline). Additionally, we are a

neighbor to the people who reside in the area and we must keep our neighbors' privacy and presence in mind during all events. Members of the Group using the facilities should not linger outside the premises prior to, during and after the use of the buildings. Inappropriate noise should be avoided and care taken to ensure that the neighbors are not disturbed by any unnecessary noise after 8:00 PM.

· RESTRICTION OF ACCESS TO OTHER AREAS

The Group using the facilities must stay in the agreed upon areas of the facility. Within the Great Hall, event attendees will not go into the Church School areas or meeting rooms of the Hall or into the Mitcham House. Children will not go into the kitchen area unless supervised by an authorized adult. Also, no animals except aid or guide animals are allowed in the buildings.

· ALCOHOL POLICY

The Rector and/or members of the Vestry must approve use of alcoholic beverages, beer and wine only, as a part of the event. If alcoholic beverages are to be served during the event, other, non-alcoholic beverages must also be available. The Group will comply with local and state laws regulating alcoholic beverages.

· SMOKING POLICY

No smoking is allowed in any part of any building on the Church premises.

· TERMINATION POLICY

Community groups are more than welcome to make use of the St. James' Church facilities but Parish events or functions take precedence over any Community group event, in the event that there is a schedule conflict. Groups must know that we cannot accept every request for use of the buildings due to physical space limitations but will seriously consider all requests. Long term arrangements with community groups will require the approval of the Vestry of the church.

St. James' Church reserves the right to terminate any building use agreement at any time, at its discretion. If an event is involved, the Church will notify the responsible Group representative as far ahead of the scheduled event as is possible but will attempt to give at least 30 days advance notice.

· MODIFICATIONS

Usage Agreements may be modified if in writing and signed by both the Group and either the Rector, or an authorized member of the Vestry.

FEES FOR BUILDING USE

· FEE STRUCTURE

The following fee structure will be in effect as of October 1, 2010.

The Great Hall:

One time use: \$75.00/hr, not to exceed \$300 per event.

Ongoing Monthly/Weekly meetings: \$150/month.

Additional cleaning by the Sexton: See church office for rate.

A deposit of \$50.00 will be required at time of scheduling to secure the event schedule and prior to key pick up. In the event that the church is unable to provide the space due to sudden schedule conflict, the deposit would be refunded.

Classrooms:

Not available for use at this time.

Mitcham House:

Use of the Mitcham House typically will not be open to the general Hackettstown community. Exceptions to this will be reviewed by the rector and/or vestry on a case-by-case basis.

The Lady Chapel:

Not available for use at this time.

STEPS FOR FACILITIES USE SCHEDULING

Groups or individuals seeking to use the St. James' Church Great Hall must complete the Facilities Use Agreement form available from the Parish Administrator & online, supplying all the relevant information and signatures. This form will serve as both a fee schedule and a guide for preparing your event. In order to be placed on the church schedule, it must be approved by the Rector (or authorized Vestry member in the Rector's absence) and signed by all parties.

· CONTACT THE CHURCH OFFICE TO CHECK AVAILABILITY

To schedule an event on the calendar please contact the church office and establish availability on the Church Use Calendar. Provided that there are no conflicts, the Group will then be available to make arrangements with the Parish Administrator for access to a facility for an event or meeting. The Parish Administrator is available 8:30 am to 12:30 pm, Monday through Friday. Key pickup can be done as early as 48 hrs prior to the event.

· ACCESS & EVENT SETUP

The Group will make arrangements with the Parish Administrator for access to the facility for the event or meeting. The Parish Administrator is available during business hours, 8:30 am to 12:30 pm Monday through Friday. Please arrange for Key pickup to be completed during normal office hours.

· EVENT SETUP

The Group will be responsible for the setup of the Great Hall space (including necessary tables and chairs) for their event. Nothing is to be nailed, tacked or stapled to any surface of the Hall. If additional equipment is to be brought into the Great Hall, it should be noted on the application so that the Church may assess any potential risk for damage or liability.

· DURING THE EVENT

It will be the prerogative of the Church if a member of the Vestry or the office chooses to stop by to ensure that all agreements are being kept. In then event someone does stop by, they will make all efforts to remain inconspicuous, and addressing any concerns to the Groups contact person.

· EVENT CLEANUP AND CLOSING

The Group will be responsible for cleaning up the Great Hall and restrooms, restoring them to the condition they were in at the Group's arrival. Floors must be swept/cleaned, tables and chairs returned to their storage places, left over food and beverages removed, trash bags removed, etc. All faucets checked to make sure they are turned off (specifically those in the restrooms). All electrical appliances must be unplugged, cleaned and put away.

Upon leaving, make sure all members of the attending Group have left the building, all windows are closed and locked, all light switches checked and turned off, and all exterior doors locked.

Any damage must be noted and reported to the Parish Administrator on the first business day following the event. Any keys used must be returned to the Parish Administrator according to the scheduled return time.

PARKING

Parking for events at St. James' Church is on town streets. The Group will park according to Hackettstown regulations and as posted. Out of respect for residents next to the Church, please do not use their driveways for turning around in the street.

GROUP CONTACT & REPRESENTATIVE OF THE CHURCH

Given the nature of group events, it is expected that the group will have a single point of contact upon which the Church may depend to organize both set-up and clean up and also serve as the 'go to' person in the event that the Church needs to contact the group while they are at the church. This person will be responsible for ensuring that policies are followed and clean-up is completed. The Church will provide a contact person who is reachable by phone for the duration of the event in the event that the group needs to contact the church for any reason. This information will be provided at the time keys are picked up.

**ST. JAMES' EPISCOPAL CHURCH
HACKETTSTOWN, NJ
BUILDING USE APPLICATION**

APPLICATION DATE: _____

ORGANIZATION: _____ DATE OF EVENT: _____
CONTACT: _____ SETUP ACCESS TIME: _____
ADDRESS: _____ START TIME: _____
PHONE: _____ END TIME: _____

EVENT DESCRIPTION: _____

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____ people

FOOD TO BE SERVED: YES NO TABLES/CHAIRS NEEDED: YES NO

SPECIAL REQUIREMENTS: _____

INSTRUCTIONS ON KEYS AND ACCESS: _____

Certification:

In making this application to use St. James' facilities on behalf of the organization listed above, the applicant agrees to abide by the St. James' Church Building Use Policies and Regulations. The person listed on this application is responsible for ensuring the space is cleaned and back in the condition preceding the event. Any damage to facilities is to be reported to the St. James' office as soon as possible after the event.

Signature of Applicant: _____
Date: _____

St. James' Church Representative: _____
Date: _____

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Administration section – Office use only.

Date Application Received: _____
Date Certificate of Liability Insurance received: _____
Security Deposit Paid: _____
Date Application approved: _____

Dear *[insert your agent's name here]*,

I have made arrangements with St. James church of Hackettstown NJ to use their facilities for *[insert type of event here]*. I am writing to you to request that St. James be listed as additionally insured on my home owners policy for the duration of this event.

The event will be held on *[insert date]* and run for *[insert number of days]*. If you would please fax over a copy of the statement of Additionally Insured to the church, it would be greatly appreciated. The fax number for the church is 908-212-7535. If you have any questions, please feel free to contact me.

Sincerely,

[your name]

[your contact phone]