

Diocese of NWP
RULES FOR USE OF BUILDING

1. All groups must clear date and time of event with the Church office.
2. The following groups are to be given preference (in the order listed) when scheduling building use:
 - Church
 - Diocese of Northwest Pennsylvania
 - Other Episcopal Churches
 - Non-Profit Groups
 - Church Members (Personal Use)
 - Non-Church Members (Personal Use)
3. All requests to use the building for private enterprise, must be approved by Vestry prior to scheduling of event.
4. **SINGLE USE requests.**
The following groups must sign a **Building Use Agreement** form and a **Letter of Indemnification** form:
 - Non-Profit Groups
 - Church Members (Personal Use)
 - Non-Church Members (Personal Use)
5. **ONGOING USE requests.**
The following groups must sign a **Building Use Agreement** form and a **Letter of Indemnification** form. A certificate of **Public Liability Insurance** should be provided, if available.
 - Non-Profit Groups
 - Church Members (Personal Use)
 - Non-Church Members (Personal Use)
6. The Security Deposit and Building Rental fees must be received in the Church office at least one week prior to the scheduled event. The Security Deposit will be refunded after the Church office has determined that there are no damages and that the appropriate clean-up has been done. Additional fees will be assessed if damages or staff clean-up exceed the amount of the Security Deposit. Fees may be modified or waived by the Rector for church-related and non-profit groups whose mission is congruent with that of the Church.
7. Smoking is **prohibited** throughout the entire Church facility.
8. Gambling, drug use and any other illegal activity are **not permitted** on Church property.
9. Serving alcoholic beverages is not permitted without approval of the Rector.

10. Arrangements to open and close the building must be approved by the Church office.
11. Activities shall be confined to assigned rooms with access to the commons area, restrooms, and stairwells as needed.
12. Items may only be placed on the walls using poster putty or other non-damaging materials. Nails, tacks, or push pins are not permitted.
13. Any activity that includes serving meals in requires a separate approval for the use of the kitchen and kitchen equipment. Outside caterers must be approved by the Church office.
14. Any activity involving use of the kitchen requires the following:
 - All dishes, pots, pans and utensils be washed, dried and put away.
 - All left-over food must be removed.
 - The sinks, stoves, ovens, counter tops and tables must be cleaned.
 - The floor must be swept (and mopped, if necessary).
 - All trash must be bagged and placed in an appropriate location for removal.
15. Any activity involving youth and children must have adult supervision, provided by the sponsoring group.
16. All groups are responsible for normal clean-up after their activity. Each room should be left in the same condition as it was found. Additional fees will be assessed if the normal clean-up must be done by Church staff.
17. All damage to the building, furnishings or equipment must be reported immediately. The responsible group will be assessed the cost to repair or replace the damaged property.
18. Only authorized personnel are permitted to adjust temperature settings.