

Policy Governing The Use Of The Building And Grounds St. John's Episcopal Church - Wilmington, North Carolina

1. The Vestry of St. John's Episcopal Church has adopted this policy to exercise responsible stewardship in the use of the building and grounds. The intent of this policy is to encourage full utilization of the facilities for both parish and community service activities, while protecting these facilities for the future use of all parties.
2. The Rector oversees administration of the building use polity in collaboration with the Junior Warden. The Vestry to consider for approval only the requests for building use in which an exception to the policy, such as waiver of fee, is requested by the applicant and recommended by the Rector or Junior Warden, or when an exception is requested and the Rector or Junior Warden seeks Vestry decision
3. When not being used for regularly scheduled activities, the facility may be made available other church and community groups as governed by the following:

A. The Facilities:

1. Only those rooms and areas agreed to in advance by the parties involved will be used.
2. Offices designated for use by the clergy, the Wardens, and the Staff shall be used only by those individuals.
3. Storage space will not be provided for materials and supplies belonging to non-Parish groups. The Junior Warden will maintain a list of designated storage areas for Parish groups; all other areas being subject to cleanup campaigns.
4. Sunday School rooms are not to be used for storage of any articles not pertaining to the class assigned to a particular room.
5. Arrangements to open and lock the building must be made through the Wardens or the Parish Secretary.
6. Nothing may be posted on the downstairs main hallway and stairway walls as well as woodwork, floors, stairs and ceilings. Anything put up must be placed on a designated bulletin board. Bulletin board authorization, location, purchases and installation must be approved by the Jr. Warden.

B. Scheduling:

1. The scheduling of an activity, if within 60 days of that activity, will in general be on a first-come, first-served basis. (See below for long range scheduling.)
2. Specific guidelines pertaining to weddings, funerals, may be obtained from the Parish office.
3. Requests for use of the facility must be made in writing to the Rector and the Junior Warden via the Parish Secretary using the authorized form.
4. Requests for regular weekly, monthly or other periodic use by non-Parish groups will be approved by the Vestry, and will be renewable annually.
5. Although application for use may be submitted at any time, only major special events (Services, Weddings, Concerts, etc.) will be scheduled more than 60 days in advance. All other scheduling will be done on a first-come, first-served basis as mentioned above, subject to approval of the activity. For those activities requesting building use more than 60 days in advance, the following priority of use will apply if conflicts arise:
 - a. Parish sponsored groups
 - b. Other Episcopal churches
 - c. Other Denominations
 - d. Non-profit groups (With St. John's member sponsor)
 - e. Non-profit groups (Without St. John's member sponsor)
 - f. Profit-making organizations (Not encouraged, but will be reviewed as a means to generate revenue to support other Christian programs.) **Vestry approval required.**

C. Security:

1. Upon prior arrangements with the Junior Warden, a representative of a user group may pick up necessary keys from either the Junior Warden or Parish Secretary to allow access to the building.
2. Keys must be returned to the Junior Warden or Parish secretary immediately after the building has been used.
3. Users will be held responsible for any vandalism and/or damage which might result from their events.
4. Alcoholic beverages may not be consumed on the premises.
5. Children of any age must be supervised by a responsible adult whether in the building or on the grounds.

D. Maintenance

1. Any group which uses the building or grounds will leave it as clean or cleaner than they found it.
2. Any group which uses the kitchen should not leave food in the refrigerator or supplies in the cabinet or pantry.
3. All lights, heating and air conditioning must be turned off or set at appropriate, indicated level before leaving the building, and all doors and windows must be closed and locked. All appliances (ovens, fans, coffee-maker, dishwasher, etc.) must be turned off.
4. Any group which uses the building will be responsible for setting up (chairs, tables, etc.) and taking down. If Elebash Hall or other room(s) were set up for another purpose, it is the user's responsibility to return the room to the prior arrangement or to any arrangement requested by the church.
5. Non-Parish groups are not allowed to relocate the piano in Elebash Hall. Past history indicates that piano movement requires a high frequency of tuning.

E. Fees: *

1. The following fee structure applies to **all non-Parish** activities, except as follows:
2. There will be no charge to any member/group from St. John's Parish to use the Sanctuary (except for a wedding – facilities fee is \$100.).
3. There will be no charge for any Diocesan or Deanery meetings or functions, meetings of the Wilmington Episcopal Urban Ministry, the Episcopal Development Council, the Wilmington Ultreya, or other Episcopal Churches.
6. All other member/groups will be charged the following rates for the use of the Church and Elebash Hall/Kitchen.
 - a. Sanctuary \$100 (not applicable for wedding of member)
 - b. Elebash Hall/Kitchen \$100
 - c. Meeting room \$ 20
 - d. Profit-making group Negotiated
7. A \$30 deposit will be required for use of the Sanctuary, Elebash Hall or Kitchen, which will be refunded in the sexton is not called for post-activity cleanup.
8. A \$25 key deposit is required when a key is needed. This will be refunded when the key is returned.

*** Any or all charges may be waived upon request to (and approval from) the Vestry (see #2).**

F. Borrowing of Personal Property:

1. The borrowing of personal property from the Church is discouraged due to the potential for damage, and the subsequent non-availability for Parish use. Borrowing is limited to Parish members or Episcopal groups for service organization use only, and must be approved by the Junior Warden. **A St. John's or Episcopal group member must be personally present to remove and return property. Times for removal and return must be arranged with the Parish Administrator.** Damaged property must be replaced. (Exception: The wide screen TV is not to be removed from the building.) *Adopted by Vestry: March 2000, rev. 12/03, rev. 9/2005, rev. 5/07*