

Policies for Property/Facilities Use & Planning Guidelines

St. Philip's Episcopal Church
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The following policies pertain to the use of property/facilities for events other than weddings

Contact:

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POLICIES FOR PROPERTY/FACILITIES USE AND CHARGES

AGREEMENT FOR PROPERTY/FACILITIES USE

No individual, group or party may use any of St. Philip's property/facilities without first completing the Property/Facilities Use Agreement. The completed Property/Facilities Use Agreement and all fees and deposits, *if applicable*, must be paid to St. Philip's a minimum of ten (10) days prior to the scheduled use date.

Waiver of the completion of a Property/Facilities Use Agreement will be at the discretion of the Bishop's Warden.

SCHEDULING USE OF PROPERTY/FACILITIES

- ALL scheduling will be coordinated through the Bishop's Warden.
- Arrangements for a key must be scheduled with the Bishop's Warden.
- Reservations for property/facilities will be on a first-come, first-serve basis regardless of classification of user.
- In the event of conflicts of date, time, or other unforeseen circumstances, the church reserves the right to give reasonable notice, refund any fees or deposits paid and cancel permission to use the property/facilities.
- If an event not conforming to the standards of the Episcopal Church has been scheduled due to untrue or misleading information provided by the user, the Bishop's Warden may reject or cancel the event without notice.

CLASSIFICATION OF USER

There are three classes of users who may use the St. Philip's facilities. They are:

1. Active/pledging/contributing parishioners of St. Philip's.
2. Charitable organizations, non-profit organizations and support groups,
3. Non-parishioners/non-active or non-contributing parishioners.

Fees and deposits shall be charged by the following user classification:

1. Active, Pledging/Contributing St. Philip's Parishioners shall not be charged for the use of any Property/facilities. Users will be required to complete an application for Property/Facilities Use. The deposit may be waived by the Bishop's Warden under special circumstances. Additionally, users may be charged a fee to compensate for cleanup.
2. Charitable Organizations, Non-profit Organizations and Support Groups - upon presentation of bonafide credentials which support the qualification – may be charged user fees. The fee will be set by the Bishop's Warden to cover wear and basic expenses such as utilities and/or cleanup. Users may be required to complete an Application for Property/Facilities Use. The deposit/user fees may be waived by the Bishop's Warden under special circumstances.
3. Non-parishioners, Non-active, Non-pledging or Non-contributing parishioners will pay all scheduled fees, make required deposits and complete an application for property/facilities use.

FEES AND DAMAGE/CLEAN-UP DEPOSITS

- All fees and deposits required for facilities use are set by the Bishop's Committee.
- All fees and deposits are to be paid to the church a minimum of 10 days prior to the scheduled use date. The fee and the deposit shall be paid in advance with the deposit being refunded after the use date, contingent upon the conditions set for the concerning damages/clean-up are met.
- The full deposit or any portion thereof may be retained to cover any repair of damage or required cleanup resulting from the use of the facility.
- Use of property/facility is not exclusive to "User". Some Parish members also have access to property/facility. Some parish members may be entering the building for short periods of time as needed.

Church: The Nave, or church building, is not available on Sunday's as it is used for Episcopal services. Contact the Bishop's Warden for consideration of the use of the Church for other times for events such as weddings. Additional wedding use policies can be provided.

Parish Hall and Kitchen: Can seat an estimated 75 people, depending on the configuration.

Cost: \$200 per day (more than 4 hours) or \$100 for 4 hours or less. Deposit required is half of the total use fee. The deposit is non-refundable.

Church office: The parish office is not available for rent.

CHURCH PROPERTY

- Users will be responsible for all damage to church property used by them. The Church will be compensated for all damage done to the church property by the user when the amount exceeds the advance deposit. In the event the user requires entry of certain items not ordinarily housed in similar facilities which could jeopardize church insurance or the general welfare of the church facility, approval in writing must be first obtained from the Bishop's Warden.

- The user is responsible for moving any tables and/or chairs and returning them to their proper place after their use.
- St. Philip's does not provide linens, glassware, or catering items to users. Kitchen items used must be cleaned & returned to proper places.
- **NO NAILS, TACKS, FLORAL TAPE, OR TAPE OF ANY KIND IS TO BE USED IN THE CHURCH FACILITY.**
- Church banners, posters, pictures, etc. must remain in place. They are not to be moved without receiving prior permission from the Bishop's Warden.
- Any deviation from these guidelines should be given, *in writing*, to the Bishop's Warden for approval.
- ***SMOKING IS NOT PERMITTED IN THE FACILITY***

OPENING/CLOSING OF FACILITIES

Please refer to the separate document "Opening and Closing of Facility Checklist" for further instruction before entering the facility. This document will be given to you upon issue of church key.

- All users shall return the used facilities to the same condition as when received.
- All users will be responsible for cleaning up any area used and restoring the original position of any and all chairs, tables, etc. if applicable.
- Cleaning supplies are located in the kitchen closet.