

St. ALBAN'S

EPISCOPAL CHURCH

March 11, 2008

We at St. Alban's know that God has blessed us with beautiful grounds and a lovely building and that we are charged to be good stewards of these resources under our care. However, it is also part of charge of stewardship to share what we have with others and so we encourage appropriate community use of our building.

Application for use of St. Alban's facilities shall be made in writing on forms furnished by St. Alban's. A user, by entering into a contract, shall thereby waive any claim against and shall indemnify, save and hold harmless St. Alban's and its agents and employees against claims of any and all persons for injury to persons or damage to property arising out of the use of facilities.

1. Use of any or all parts of the building and grounds of St. Alban's by any individual or group is at the discretion of the Rector (our Priest) in consultation with the Vestry. In the absence of a Rector, the senior warden shall have discretion over the facilities in consultation with the Vestry. The building and grounds may not be used for any business or political purposes. All users must be non-profit Organizations or individuals. Services and activities of the church take precedence over all other activities.

2. Use of the building or grounds must be coordinated through the church office, (205) 822-2330 or Stalbansbham.org. Anyone desiring to use the space shall receive a copy of these guidelines and will sign and return the statement of acceptance along with any fees or deposits. If a key is issued, it must be returned within 48 hours of the event and before any deposits are refunded. Space reservations should be a minimum of two weeks in advance of the date requested.

3. A fee (which may be waived at the discretion of the Rector and Vestry) must be paid to the church office at the time of reserving the facility. The amount of the fee is determined by the proposed usage and the length and frequency of usage. See the user schedule which is a part of this document.

4. Only the specific spaces reserved will be available for use to the group.

5. Because we do not have a full time cleaning service, we ask that you be respectful of the next group needing to use the space. When leaving, please ensure that:

- All property and furniture has been returned to its rightful place and condition.
- All trash and litter has been properly disposed of in the container outside the parish hall exit.
- If necessary, floors have been swept or mopped and tables wiped down.
- All lights are turned off, including those in restrooms and closets.
- The thermostat should be left on automatic and heat returned to 64 degrees or air conditioning to 77 degrees.

- If the dishwasher is used, the dishwasher must be run according to the guidelines posted in the kitchen and shut off before leaving. Likewise, any other appliances must be turned off and left clean.
- Locked areas and doors must be locked back up.

6. Limited alcohol usage may be permitted for some events, but special permission is required. Illegal drugs are prohibited, as is any tobacco usage within the building. Drinks and food are not permitted in the sanctuary unless permission for food in our worship area is specifically stated on this form.

7. Posters, decorations, etc. may not be attached to church property without expressed permission.

8. No furnishings may be removed from the church property.

9. Children must be properly supervised at all times. If anyone is watching over children separate from the rest of the group which is meeting, that supervision must include at least two persons over the age of 16, one of whom, must be over 18 years of age. No single adult may be left with any child other than his or her own or a child for whom they serve as legal guardian.

Statement of Acceptance of an Ongoing Meeting

I have read the above policies for the use of the building or grounds at St. Alban's Episcopal Church and agree to abide by them, as well as agree to be responsible for all persons using the property under this agreement. I agree to return any keys borrowed following the term in which our group is using St. Alban's.

Name: _____ (print) Phone: _____
Email: _____

Address: _____

Organization/Purpose: _____

Meeting day/time: _____
People typically present: _____

Description of Request (space, activity, items needed such as table and chairs):

Will you charge any fees (other than organization dues) at your meetings: yes no

Permission for ongoing events is given on a year-to-year basis. It is understood that in agreeing to allow your group to use the church on a regular basis, this does still not take precedence over the services of St. Albans. There will be times, such as Holy Week, when St. Albans will need to use our building at a time normally available to your group. You will be notified of these scheduling conflicts in advance. This form covers the group's ongoing meetings. Any additional use of our building at other days and times must receive an additional form for each such event.

Signature: _____
Date: _____

Approved by St. Albans Signature: _____
Date: _____

Standard User Fees (ROOM)	*Category I	*Category II	*Category III
Church	0	\$175	\$225
Parish Hall	0	\$100	\$150

*Category I is for use of the church by a church member or immediate family for a funeral. The funeral must be conducted by the church rector or other clergy approved by the rector or if there is no rector, the vestry. The family of the deceased is responsible for compensating the organist if one is used.

*Category II is for use of the church by a church member or immediate family for a wedding.

*Category III is for a non-member of the church using the church for a wedding. See item 1 above regarding use of the facilities.