

POLICY COVERING USE OF CHURCH FACILITIES

St. Luke's Episcopal Church
4362 Lafayette St.
Marianna, FL 32446-2916
850.482.2431

March, 2004

The allocation of facilities for worship and church-related functions is the responsibility of the Rector. Permission to use the facilities for other than these is the responsibility of the Rector, Sr. Warden, and Jr. Warden. Permission from at least two of these must be obtained before the facilities are used.

Organizations not affiliated with St. Luke's (such as Scouts, Hospice, etc.) with purposes of promoting ideals which are compatible with the tenets of the Episcopal Church may schedule and use various facilities with the concurrence of two of the three persons stated above. These organizations, by their very nature, will not be asked for a donation, with the exception of use of the kitchen facilities for food preparation. For use of the kitchen (stoves, dishwasher, etc.) we request a donation of \$30.00.

Those organizations who use the building regularly (weekly, monthly) are requested to make a donation of \$30.00 per use to cover utilities and maintenance expenses.

All organizations must understand and agree to usage criteria (see separate sheet) before using facilities. Consumable supplies in the Parish Hall will not be available for any organization's use and therefore must be furnished by the organizations themselves.

In general, "For Profit" individuals & organizations shall be discouraged from using our facilities.

This is the home of members of the parish, from whom no donation is required to use the facilities. Permission as stated above must still be obtained, however. Usage criteria (see separate sheet) must be understood and agreed to before using the facilities.

Exceptions to scheduled donations will be considered on a case-by-case basis.

- The Vestry of St. Luke's, November 2004 meeting.

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To All Who Use Our Facilities:

Usage should be requested through the Church Office. The following regulations must be understood and agreed to before using the facilities:

1. Usage should not conflict with previously scheduled church events, whether special or ongoing.
2. User agrees to be held accountable for clean up, damage repair/replacement, return of all furniture, etc. to its previous position. (Final approval regarding clean-up and/or damages will be determined by the Jr. Warden.) Clean-up should include the following:
 - a. Leaving the facilities in as good, if not better shape, than found.
 - b. Making sure all lights are off (bathrooms, closets, etc.).
 - c. Flushing all toilets.
 - d. Closing and locking all windows, and locking all doors before leaving.
 - e. Turning off fan and air conditioner in kitchen.
 - f. Setting thermostat for AC/Heat in Parish Hall to "off" position, and fan to "auto."
 - g. Picking up, putting up, and/or throwing out all items (coats, hats, books, papers, cups, etc.)
 - h. Carrying out trash and placing in dumpster behind building.
3. Consumable supplies in the parish hall are not available for non-church use. You must furnish these items.
4. We request a donation as follows:
 - a. \$30.00 for use of classrooms or Parish w/out use of kitchen for less than 4 hours.
 - b. \$50.00 for use of Parish Hall with kitchen less than 4 hours.
 - c. \$75.00 for use of worship facilities and /or Parish Hall for an all-day affair (4 hours or more).
5. If you borrowed a key for temporary use, return it as soon as possible to the Church Office. (If you were loaned a key for ongoing use during the year, return it to the Church Office at the end of the year.)
6. If you break something, or discover something in need of attention or repair; please call the Church Office as soon as possible.

Agreed to by _____ Date _____

Organization name _____

Phone Number/cell/fax _____

For St. Luke's _____ Title _____

