

## ST. GEORGE'S EPISCOPAL CHURCH

905 Princess Anne Street  
 Fredericksburg, Virginia 22401  
 (540) 373-4133 (Voice)  
 540-374-0923 (Fax)  
 Email: office@stgeorgesepiscopal.net

### BUILDING USE POLICY

St. George's Episcopal Church is pleased to offer its facilities to non-profit organizations. Committees from the Diocese of Virginia, Twelve-Step groups, and local organizations are all welcome. All groups wishing to use the facilities at St. George's must complete a "Request for Use of Church Facilities." Those groups using facilities on a scheduled basis need complete a request only once a year. All Requests for Use of Church Facilities forms are to be kept in the Facilities Use Notebook located in the parish office.

St. George's Episcopal Church will serve activities in priority order. A lower priority activity is always subject to being moved to another location within the church or being "bumped" altogether by a higher priority activity. Groups will be given as much advance notice as possible of changes. For *special* events scheduled well in advance, it is unlikely that the event will be "bumped." If a group cancels a reservation, the contact person should call the church office as soon as possible as a courtesy so the room can be rescheduled. If the group's organization is publishing a program or is advertising for its event, it shall include the following words, "***Our thanks to St. George's Episcopal Church for the use of its facilities for this event. You are invited to attend Sunday services at 7:45 am, 9:00' to , 11:00 am' to 7-52' to and O qpf c{'' vj tqwi j 'Htlf c{ 'at noon. By permitting the use of St.'George's facilities, it does not imply that St. George's Church endorses the policies and'actions of the requesting organization.***"

#### Building Use Priorities

1. St. George's Church programs & mission.
2. Episcopal Diocese of Virginia, Region I of the Diocese, and other church meetings.
3. 12-Step and related programs.
4. Other non-profit community organizations providing a service to others.
5. Concerts, non-church related.

A master schedule of all facilities use will be maintained by the Parish Coordinator.

## Reserving Space at St. George's

- Facilities use must be scheduled through the Parish Coordinator. Please do not assume that space will be available unless such arrangements are made. Normally spaces available consist of the Elsie Lewis Room, Sydnor Hall, or Faulkner Hall.
- When calculating beginning and end times for scheduling meetings, please include sufficient time for all set up and clean up.
- All groups must be finished, cleaned up, and out of the building no later than 8:30 pm weekdays and by 3:00 pm on Saturdays. Any use after 3:00 pm on Saturday will incur an additional charge to pay the Sexton.
- Donations by outside organizations for use of the facilities is appreciated. A donation of \$50 for all day use of the facilities and a \$25 for a half-day or evening use of the facilities is considered appropriate. For non-church concert groups, a donation of \$200 per day for all-day use of the facilities is considered appropriate.
- St. George's reserves the right to rescind any group's use of the building.
- The "*Request for Use of Church Facilities*" document must be updated annually.
- We request that a group update its contact person information, if it changes during the year.

### ➤ **Set Up and Break Down**

- All groups are responsible for their own set up, break down, **and** clean up. Groups are welcome to set up tables and chairs for their meetings. All groups are expected to leave the facility in a neat and orderly manner. Any chairs and tables setup should be returned to the assigned storage. If any tables or chairs are moved from one room to another, they are to be returned to their original room.
- In order to avoid conflicts with other groups using the facilities, please be sure to allow for sufficient time for both set up and break down.

### ➤ **Office Supplies and Services**

- Unfortunately, we are not able to provide office supplies (easel pads, paper, pencils, etc.) and services, including copy work, etc., for outside organizations.
- No equipment or supplies may be removed from the offices of St. George's.
- The staff of St. George's cannot relay messages except in the case of emergency.

➤ **Meeting Supplies**

- It is expected that groups will bring all of their own supplies for their meetings.

➤ **Food, Beverages, and Refreshments**

- Groups are expected to bring all of their own supplies (i.e., coffee, milk, tea, cups, sugar, etc.).
- Non-parish related groups may NOT serve alcoholic beverages. Alcoholic beverages may be served only in conformity with Parish Policy and only by Parish groups. The policy is that alcoholic beverages (beer and wine) may be served but they must be accompanied by equally attractive non-alcoholic beverages.
- Groups that wish to have a meal will need to arrange their own catering.
- We request that any wooden table in the church not be used for food or beverages.

➤ **Kitchen Usage**

- The kitchen is not available for general use.
- Arrangements for use of the kitchen facilities must be made in advance.
- There is an additional donation of \$50 for the use of the Sydnor Hall kitchen.
- The group is responsible for the cleanliness of the kitchen (e.g., counter tops, sink, and stove must be left clean).
- Kitchen utensils and appliances are not to be removed from the kitchen.
- St. George's does not allow its linens to be used.

➤ **Revision of February 28, 2011**

Today's Date \_\_\_\_\_

## Request for Use of Church Facilities

St. George's Episcopal Church

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www.stgeorgesepiscopal.net

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Name of Group \_\_\_\_\_

Facilities Requested \_\_\_\_\_

Date Needed \_\_\_\_\_ Event Time \_\_\_\_\_ Number of People \_\_\_\_\_

Set-up Time \_\_\_\_\_ Other Rooms Needed \_\_\_\_\_

Equipment Requested \_\_\_\_\_

Have you used the Church Facilities before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain \_\_\_\_\_

### Contact Person Information (must be completed)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Donations are Appreciated:

\$50 for Full day, \$25 for half day or evening use  
\$200 for Non Church Concert Events per Day