

St. Thomas' Episcopal Church Building Use Policy and Application

The purpose of the St. Thomas' facilities is to enable the parish to fulfill its mission:

To continue Christ's work on earth by making His Good News available to all people through a ministry of worship, fellowship, outreach and love of one another.

Other uses of our facility will be allowed according to the discretion of the Rector when they do not interfere with the mission stated above by displacing, distracting, or otherwise impeding the work of the church. St Thomas allows for selective use of its facilities by outside groups as a part of its outreach ministry to the community. In rare cases, reservations granted to third parties may be revoked in case of need by the church. All building use reservations are subject to revocation at any time, with or without cause, by the Rector, Wardens, or Vestry of St. Thomas'. St. Thomas' does not rent out facilities for business or for-profit uses.

Every use of St. Thomas' facilities for events other than those sponsored by the church must be requested with the attached form. The fees specified are intended to cover the costs of supervision, utilities, and general building wear and tear. Fees specified are for a three hour rental (including setup and cleanup). Longer rentals are subject to additional fees. Rental comes with the services of a sexton to open and close the building and to assist with finding needed items or adjusting the climate control or PA. The sexton is not responsible for setup or clean up of the space. At the commencement of any use by the facilities by an outside group, that group should inspect the facilities being used to ensure that they are suitable for the purpose of the use and any impediments to the safe use of the facilities by its guests are rectified so that the facilities are safe and appropriate for all who will be using them.

Fees are generally waived for members of the parish who attend regularly (more than once per month). Base room fees are half-off for students from Rowan University and Rowan College of Gloucester County.

Spaces must be left clean and with furniture arranged as it was found. Furniture may not be moved from space to space.

The use of alcohol at events on church property is prohibited except by special arrangement with the Rector. Recreational drugs are prohibited. Smoking inside buildings is prohibited. Please clean up all smoking material & butts from outside the building.

To reserve space at St. Thomas', please fill out the attached reservation form and submit it, with a check made payable to *St. Thomas' Episcopal Church*, to the church office at least one month before your event. To see when spaces are available, and to verify that your paid, approved reservation has been accepted, see the church calendar at <http://www.stthomasglassboro.org>. Until your event appears on that calendar, the space has not been reserved for you!

Room Usage Fees

Room	Capacity	Fee
Parish Hall – Lower Level + Kitchen	100 (80 seated)	\$120
Parish Hall – Upper Level + Stage	100	\$120
Classroom	12	\$50
Sexton Fees		\$15/hour after three hours

**Reservation and Consent Form
St. Thomas' Episcopal Church**

Please initial that your group:

1. _____ is non-profit
2. _____ will not bring alcohol or recreational drugs onto campus
3. _____ will restrict smoking to outdoors
4. _____ will leave campus in the condition it was found, no later than the time agreed upon

Group / Organization	
Published Event Name, Times	
Dates, Times of Event (including setup and clean-up)	
Name of Contact / Organizer	
E-mail & Phone number of Contact	
Address of Contact	
Description of Event	
Rooms Requested	
Fees for Rental	\$
Deposit	\$50
Total amount submitted:	\$

The purpose of a deposit is to provide reimbursement for any labor or materials that are required to clean or repair the building after its use, and to reimburse the sexton in the case an event runs longer than expected. Groups who leave the facilities at the planned time in the condition in which they found them will have their full deposit returned to them at the Contact Address on the front of this form.

If the group is covered under any policy of liability insurance, St Thomas Episcopal Church should be added as an additional insured for the duration of the event. Proof of insurance shall be presented at least seven days in advance of the event.

Please sign this agreement on back.

This agreement will be adhered to by:

Printed Name of Responsible Party: _____

Date: _____

Signature of Responsible Party: _____

Date: _____

Sexton report:

Sexton Name: _____

Time group arrived: _____

Time group departed: _____

Time you finished cleaning up after the group: _____

Other notes:

Please submit this form to Church Office in order to ensure a timely refund of the group's deposit and timely payment for your efforts. Thank you for your service.

For office use only

Treasurer: Please send a check for \$_____ to the Contact name and address on the opposite side of this page and a check for \$_____ to the above-named sexton, returning this form to the office. Thank you.

Authorized by: _____

Check sent by: _____ on (date): _____