



Application for Use of Church Facilities By outside person/group

PLEASE PRINT CLEARLY

Name of individual, group, event		Today's date	
Single event date		Recurring event on (enter dates)	
Time facilities required hrs. min.	Set up time beginning (check am or pm) am <input type="checkbox"/> pm <input type="checkbox"/>	Clean up time end (check am or pm) am <input type="checkbox"/> pm <input type="checkbox"/>	
Description of activities (Include any special needs, such as projector, screen, etc.)			
Contact person (Applicant) name			Day care? Yes <input type="checkbox"/> No <input type="checkbox"/>
Mailing address			
Phone number		E-mail address	
If there is a member of our church who is also a member of the applying group and who will accept responsibility for directing the proper use of the facilities, please enter their contact information below.			
Church member name (If different than applicant)			
Mailing address			
Phone number		E-mail address	
Congregation Notification To notify the congregation of your event, check box(es) below.			
<input type="checkbox"/> Sunday Announcement — Submit announcements for Sundays by 5 pm the Tuesday before the Sunday you would like your submission to appear to: sunday.announcements@sbechurch.org			
<input type="checkbox"/> Benedictions — Deadline is the 18th of the month before it should appear. Send to: benedictions@sbechurch.org			
The applicant and the individual and group executing this application hereby waive any and all claims, demands and causes of action which they may have against St. Benedict as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless St. Benedict and its officers, agents, and employees from and against any and all claims, demands, causes of action, and all other loss and expense, including reasonable costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees, and agents pursuant to this application.			
We have read and agree to comply with the "POLICIES AND REGULATIONS REGARDING USE OF CHURCH FACILITIES BY OUTSIDE GROUPS."			
Signature of applicant		Date signed	
Mailing address			
Phone number		E-mail address	
Group Cost List			
To help defray the cost of use of the facility, St. Benedict's has created a donation list for various groups.			
Charitable: No charge	Faith Groups Suggestion: \$1 per person		
Community Groups:	Under 20 people: \$20 for day or evening	20-50 people: \$55	
50-150 people: \$80	Over 150 people: \$160	All Day Use: State Agency: \$160 per day	
Coffee Use:	Under 20 people: \$8	More than 20 people: 20% of room cost	
For Office Use Only			
Approval <input type="checkbox"/> NO <input type="checkbox"/> YES →	Room/s	Donations/Fees Paid \$	Receipt Number
Office personnel (Check when done) <input type="checkbox"/> Notify wall calendar coordinators <input type="checkbox"/> Update the electronic calendar			
Note: Copy to be given to applicant after approval. Original application to be retained in the church office files.			

Facility Use Policy of St. Benedict Episcopal Church

Policies and Regulations Regarding Use of Church Facilities by Groups

POLICIES

St. Benedict Episcopal Church recognizes that its outreach and ministry can be increased by providing its physical facilities in support of other organizations and programs designed to serve the community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interests of the church. The intent of this statement is to establish consistent requirements for groups using our church facilities.

All groups (defined as all not-for-profit entities including other churches or religious groups) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church. Donations may be made, or fees paid, in cash. If a check is used, it shall be made out to St. Benedict Episcopal Church. Renewal of permission to use stated church facilities will depend, in part, on satisfactory compliance with requirements during the previous period of use. Groups which use the facilities on a year-round basis must renew their application each January 1.

The Church Administrator and the governing body of St. Benedict Episcopal Church of Lacey, WA reserve the right to accept or deny requests for use of church facilities and to cancel or modify established agreements.

REGULATIONS

1. The using group must be a not-for-profit organization whose purposes and activities contribute to the welfare of the community.
2. Church activities have priority over outside groups' activities and shall be scheduled accordingly.
3. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of St. Benedict.
4. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless specific exception to this rule has been granted in writing by the governing body of the church. This, however, does not mean that using groups may not have organizational dues or assessments to meet operating expenses.
5. Alcoholic beverages, **SEE PAGE 3**
6. Smoking will not be permitted inside the church building.

7. Decorations used must be flameproof, and shall not be attached to fixed portions of the facilities without specific approval in writing.
8. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion, with specific written approval.
9. Evening events will be concluded and the building closed by 10:00 p.m., unless permission has been granted by a member of the governing body to alter this time.
10. User groups will be responsible for leaving the facilities used in such condition that another group may comfortably use them; i.e., furniture and equipment will be replaced in customary position, kitchen or kitchenette equipment left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the trash bin, etc.
11. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
12. At no time shall equipment or facilities other than those covered by prior approval be used.
13. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
14. While no rental fees are charged user groups, donations to cover utilities and other expenses are appreciated.
15. At the beginning of the use of facilities, a key deposit of \$25.00 will be paid. Any additional keys that are needed will require an additional deposit of \$5.00 per key. When the group terminates use of the facilities and all keys it is charged with are returned, all deposits paid for keys will be returned except for a \$5.00 service charge. Any keys which are not returned will be charged at the rate of \$5.00 per key. If the user group fails to secure a return of the key deposit, this deposit shall be transferred into the church general funds at the end of six months.
16. "Single-Use Events," that is those which occur no more frequently than once each calendar year, will be issued keys at no charge, but a \$25.00 deposit must be made to ensure the return of the keys.
17. Any dispute arising from this agreement shall be mediated in Thurston County, Washington.
18. If any portion of this contract is deemed unenforceable, the other portions shall not be invalidated, but shall be construed to be consistent with the intent of the parties.

Article XI
Alcoholic Beverages Policy

The guidelines of the Episcopal Church and the Diocese of Olympia are established as the alcoholic beverage policy for St. Benedict's Church. These policies apply to all mission and mission related activities and to all others who use St. Benedict's facilities whether on a free or rental basis or a one-time use.

Alcoholic Beverages in the Local Congregation

The following is from the statement approved by the 1985 General Convention and the current policy in effect for the Diocese of Olympia.

The Episcopal Church has never endorsed the prohibition of using beverages containing alcohol among adult members. Scripture offers Jesus' example of the use of wine in his first miracle at Cana and in the institution of the Holy Eucharist. When an adult member elects to use alcohol, moderate usage is expected. Church members are expected to be educated regarding those conditions that might compromise the health and safety of oneself or others. The church also supports those people who abstain from the use of alcoholic beverages for whatever reason. Many congregations do not serve alcoholic beverages at social functions, but, for those that do, the following guidelines are given:

- All applicable federal, state and local laws must be observed, including age identification requirements and those governing the purchase and sale of alcoholic beverages.
- Beverages and food containing alcohol must be clearly labeled as such.
- When alcoholic beverages are served in any form, nonalcoholic beverages must always be accessible and served in an equally attractive manner, and food should always be served.
- The serving of alcoholic beverages at church events should not be publicized as an attraction of the event. Clearly state in advance, and adhere to, the hours during which alcoholic beverages will be served; serving should stop a reasonable amount of time before the end of the event. The serving of alcohol should not precede any congregation's business meeting.
- Any group or organization sponsoring an activity or event at which alcoholic beverages will be served must have permission from the parish or mission congregation of such a plan. They must assume responsibility for following these guidelines and for the actions of those persons who might become intoxicated, and must provide alternative transportation for anyone whose capacity to drive is impaired.
- When a congregation's facilities are made available to private parties, following these policies must be required.
- Recognizing the effect of alcohol as a mood-altering drug, it is advisable to consider the nature of the function at which alcoholic beverages are proposed to be served.
- The usage of chemicals or substances other than alcohol is clearly controlled under federal, state and local laws.

(Note: To serve alcohol at a charity event or to raffle alcohol you must obtain a permit from the Washington State Liquor and Cannabis Board)