

# St. Timothy's Episcopal Church Facilities Use Policy

St. Timothy's Episcopal Church (Church) is pleased for its buildings to be used by the following groups:

- Group 1. General public facility rental
- Group 2. Parishioners for private events and friends of the Church
- Group 3. Parish ministries and community partners involved in the ministry of the Church

All users of St. Timothy's facilities are expected to comply with the Expectations for Use of Church Facilities outlined in section III below and the restrictions noted in section IV below.

Any organization that works with minors must provide liability insurance coverage and documentation of sexual ethics training for leaders.

All St. Timothy's facilities are to be used in a manner consistent with the mission of the Church and its values and principles. Church facilities may not be reserved during Holy Week or times that conflict with major Church events.

## I. Requests for Use of Facilities

- A. Request for use of the facilities and reservation will be made through the Church office.
- B. These facilities are not available for use for the purpose of producing income. This restriction does not apply to individuals participating by invitation in Church-sponsored events.
- C. The completion of an Agreement form is required of each individual or organization wishing to use facility space for an event not sponsored by the Church. (See attached)

## II. Liability Insurance

- 1. Any individual or group that regularly uses Church facilities will be expected to maintain Liability Insurance Coverage and shall provide certification of Insurance before their application can be approved. Any exception to Liability Coverage must be approved by the Vestry and documented on the Application Form.
- 2. Non-profit groups using the facility for a one-time event may be exempt from the liability insurance requirement at the discretion of the Rector or Senior Warden.

## III. Expectations for Use of Church Facilities

All individuals and organizations or groups using Church facilities are responsible for the behavior of the participants, guests, or attendees at events and are responsible for providing sufficient, competent adult supervisors for children in attendance. An accident which occurs during an event is the responsibility of the individual or organization using Church facilities. An accident/incident in which an individual sustains an injury which requires medical treatment **MUST** be reported to the church within twenty-four hours. The accident and incident report must be completed to document the occurrence. (After hours contact information will be provided.)

- A. Groups are in charge of setup and cleanup, as described in the Application and Agreement.
- B. Groups must ensure that all emergency exits are unlocked and accessible during occupancy.
- C. St. Timothy's Episcopal Church is not responsible for lost or stolen items during a rental.

#### **IV. Alcoholic Beverages, Smoking and the Possession of Firearms**

- A. Beer and/or wine may be served during Church-related/Church-sponsored events or activities and at private functions, with the express written permission of the Rector or Senior Warden. A copy of the letter of request to serve beer and/or wine at an event is attached. If serving beer and/or wine has been approved, equal amounts of non-alcoholic beverages must also be provided; beer and/or wine may only be served to adults (IDs should be checked); and guests cannot be charged a fee for beer and/or wine.
- B. Smoking, vaping, and the use of tobacco products and illicit drugs are not allowed in any Church building or anywhere on Church property.
- C. The possession of firearms by anyone other than on-duty law enforcement officers is prohibited in all buildings and all outside areas of Church property, as prescribed by North Carolina 14-269.2.

**\*\*\*\*\*An approved copy of this form must be on hand during the event.\*\*\*\*\***

## Facilities Use Application and Agreement

### St. Timothy's Episcopal Church

107 Louis Street, Greenville NC 27858

Office: (252) 355-2125 E-mail: [office@st-tim.org](mailto:office@st-tim.org)

Name of group or organization: \_\_\_\_\_ Date: \_\_\_\_\_

Person completing Application: \_\_\_\_\_ Affiliation to organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Responsible Party on property during event: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Describe the event to be held (e.g., meeting, conference, workshop, wedding reception, etc.): \_\_\_\_\_

Recurring event?  yes  no If yes, range of dates \_\_\_\_\_ To be reviewed annually

Does the event involve a charge to participants?  yes  no Number of participants expected: \_\_\_\_\_

Date(s) and hours of the event(s) including setup and cleanup: \_\_\_\_\_

Time of arrival: \_\_\_\_\_ AM / PM Time of departure: \_\_\_\_\_ AM / PM

Request to be considered for:  Group 1  Group 2  Group 3

Facility to be rented:  Parish Hall (159)  Education Building (Room 8) (48)  Multi-Purpose Building (42)

**Reservation not valid until \$250 security deposit and signed contract are received by the Church.**

Rental Rates: Group 1 \_\_\_\_\_ less than 2 hours - \$200  
\_\_\_\_\_ 2-4 hours - \$300  
\_\_\_\_\_ 4-8 hours - \$395  
\_\_\_\_\_ all day (5am-11pm) - \$550

Group 2\* \_\_\_\_\_ less than 2 hours - \$40  
\_\_\_\_\_ 2-4 hours - \$70  
\_\_\_\_\_ 4-8 hours - \$120  
\_\_\_\_\_ all day (5am-11pm) - \$200

\*Group 2 Rates 1/2 price Mon - Fri

**Keys to the facility will be issued the week prior to the event after rental fee has been received by the Church.**

**Security deposit is paid by separate check and is fully refundable upon satisfactory space inspection, once all keys have been returned.**

**The security deposit may be waived at the discretion of the Rector or Sr. Warden.**

Liability Insurance Requirements for Groups that regularly use Church Facilities:

- Certificate of Liability Insurance is required for groups that regularly use Church facilities. Agent may EMAIL to [office@st-tim.org](mailto:office@st-tim.org).
- Does your organization have Liability Insurance Coverage? (y/n). Certificate of Insurance provided:  Date \_\_\_\_/\_\_\_\_/\_\_\_\_
- Waiver of Liability Coverage must be approved by the Rector or Sr. Warden: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. The Church has the right to approve or reject all applications for use of Church facilities, and priority will be given to Church-affiliated groups, committees, and organizations.
2. I/we will conform to and comply with all Church policies, rules, and regulations and will comply with all applicable municipal, county, state, and federal ordinances, laws, rules and regulations in using the premises, and will not use the premises so as to create any risk to individuals or Church property. I understand that smoking, vaping, and the use of tobacco products, illicit drugs and the possession of firearms are prohibited on all St. Timothy's Episcopal Church premises.
3. I/we will use Church facilities only for the purposes and times identified above.

I/we agree that cancellation or changes in date less than one month in advance risks forfeiture of the Security Deposit.

I/we agree to comply with the following checklist of cleanup and building security activities before our group leaves the premises.

Groups are in charge of **setup AND cleanup. The following will be done before leaving:**

1. Check all **lights: INCLUDING the restrooms.**
2. Check that toilets are flushed and area is clean!
3. Check all exterior doors, including emergency exits, to be sure they are securely locked and bolted at top and bottom.
4. **Empty trash cans** and properly dispose of **recyclables**. Replace trash bags in empty cans. Trash Bins are located in the fenced-in area on the side of the white Multi-Purpose Building. Recycling bins may be found in this area as well. You may take trash/garbage home for disposal if you choose.
5. If **kitchen** is used, be sure to **clean all surfaces**. No towels are provided. Please bring cleaning supplies for your use.
6. If **outside** area is used, check to see that any **trash is removed and disposed of properly** and replace bags.
7. **Playground** is intended for our **Pre-School program**. Any other use must be under adult supervision and is undertaken at your own risk.
8. Facilities are expected to be restored to the condition and setup that you found them.
9. **NO glitter, silly string, confetti or other residue-producing decorations.**
10. The following fee schedule will be applied for failure to comply with any of the above in the following areas:

\$50 Restrooms Not Cleaned	\$50 Trash Not Emptied
\$50 Floors Not Cleaned	\$50 Furniture Not Reset
\$50 Kitchen Not Cleaned	

**Your help keeping our space clean and tidy for all the groups who use it is appreciated.**

**The group or individual using the facility is financially responsible for any and all damages that occur during their use.**

Request approved?  yes  no Comments: \_\_\_\_\_

Security Deposit Check # \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Church representative: \_\_\_\_\_ Date: \_\_\_\_\_

Terms of Facilities Use Policy/Application and Agreement read and agreed to by: \_\_\_\_\_

Date read and agreed to by Applicant: \_\_\_\_\_ Applicant

Rent Check # \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Church representative: \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit Status: Refund given?  yes  no Refund Amount: \$ \_\_\_\_\_ Refund Check# \_\_\_\_\_

Amount withheld: \$ \_\_\_\_\_ Reason(s): \_\_\_\_\_

Church representative: \_\_\_\_\_ Date: \_\_\_\_\_

*If the request has been withdrawn by the applicant after payment(s):*

Date withdrawn: \_\_\_ / \_\_\_ / \_\_\_ Refund(s) given?  yes  no

Rent Refund Amount: \$ \_\_\_\_\_ Check# \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit Refund Amount: \$ \_\_\_\_\_ Check# \_\_\_\_\_ Date: \_\_\_\_\_

**St. Timothy's Episcopal Church  
Facilities Use Letter of Request to Serve Beer and/or Wine**

\_\_\_\_\_  
(Date)

Rev. John Porter-Acee  
St. Timothy's Episcopal Church  
107 Louis Street  
Greenville, NC 27858

Dear Rev. Porter-Acee:

\_\_\_\_\_(Name / Organization) has applied to use the following St. Timothy's facility:

Parish Hall       Education Building (Room 8)       Multi-Purpose Building

on \_\_\_\_\_(date) to host a

\_\_\_\_\_  
(e.g., social, retirement party, shower, etc.) event.

The purpose of this letter is to request permission to serve beer and/or wine at the event.

\_\_\_\_\_(Name / Organization) will ensure that:

- No persons under the age of 21 will be served alcohol.
- Sufficient non-alcoholic beverages will also be available to guests.
- There will be no sale of alcoholic beverages at the event.

Thank you for your consideration of our request.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name / Organization

Request approved?  yes  no Comments: \_\_\_\_\_

Church representative: \_\_\_\_\_ Date: \_\_\_\_\_