

## **Guidelines Governing the Use of St. Paul's Facilities**

### **1. The following rules apply to the use of St. Paul's facilities:**

- Prior reservations are required. Request forms accessible at **www.stpaulscary.org** under Policies, or at Church Office M-F (9:00 a.m. - 3:00 p.m.), and submitted to Chris Lewis, Financial Manager.
  - Please use only the room reserved and respect others using the building. Adult supervision is expected of children at all times.
  - Arrangements should be made in advance to pick up keys with the Church Office during hours of operation.
- The use of buildings by non-parish organizations or for non-church functions requires the prior approval of the rector.
- Facilities shall not be used by any profit-making commercial venture of any kind.
- User assumes responsibility for re-arranging tables and chairs, as well as, restoring them to their original locations.
  - Lights are to be turned off, the Heating & A/C (wall units only) are to be set to non-occupied conditions, and all doors are to be locked upon departure.
  - If buildings or rooms are left dirty or damaged, cleaning fees or repair costs will be assessed. Cleaning fees will be paid to the cleaning contractor used by St. Paul's at the time. Damages will be repaired by a contractor of St. Paul's choosing, and the user will be informed of the cost to be reimbursed.
- Smoking is NOT allowed in any building.
- Use of alcohol on church property is strictly governed by St. Paul's Episcopal Church Alcohol Policy. A copy of this policy is located on the church website under Policies.

### **2. St. Paul's does not charge for the use of its buildings. Donations from non-parish organizations are welcomed to offset expenses for heating/cooling, electricity, water, and facilities upkeep. Information about cleaning fees and suggestions about donations are given below:**

- Sanctuary
  - For non-St. Paul's functions, a donation of \$50/hr is suggested.
  - For large gatherings, a cleaning fee of \$100 will be assessed to cover cleaning costs for the sanctuary and the church rest rooms. The fee is paid directly to the cleaning contractor. Make check payable to Ghost Dusters.
- Chapel
  - For non-St. Paul's functions, a donation of \$50/hr is suggested.
  - If the chapel is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Make check payable to Ghost Dusters.
- Parish Hall
  - For non-profit or community use, a donation of \$35/hr is suggested.

- If the Parish Hall is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Make check payable to Ghost Dusters.
- The kitchen is available for use by members of St. Paul's for church related functions. For other users, a \$50 donation toward kitchen maintenance is welcomed. Rules for the use of the kitchen are posted in the kitchen, and it is expected that the kitchen will be left in proper condition after each use. If the kitchen is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Make check payable to Ghost Dusters.
- Classrooms
  - The donation suggested for each classroom is \$15 for 2 hours or less, and an additional \$5/hr thereafter.
- Youth Wing
  - The donation suggested for this area is \$25/hr. If the Youth Wing is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Make check payable to Ghost Dusters.