

St. Paul's Episcopal Facility Use Guidelines

St. Paul's Episcopal Church and School have official forms that should be used when scheduling events. These forms can be filled out online and printed. You may print the forms with your completed information and bring them or e-mail them to the Facilities Manager at jwood@stpauls-lakeview.org.

Please make sure that you check with the Facilities Manager or Church/School Office before completing the form to ensure that your requested date for service or resource is available. Once you reserve the facility, you must submit your completed form within forty- eight (48) hours. If the completed form is not received, the date that you requested will be removed.

Event Procedures:

I. Church or School Event Procedures

It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We want these properties and facilities to experience maximum use for the greatest service according to our mission statements. To request use of the facility please follow the procedure set forth below.

II. Use of Facility

The use of facilities, grounds, and equipment shall be confined to Christian organizations, educational and social service agencies, and other character building functions whose work is in harmony with the purpose and mission of St. Paul's Episcopal Church and School at the discretion of the Rector of St. Paul's.

First Priority Activities: Activities sponsored by St. Paul's church and school events planned by its members primarily for the congregation and school community.

Second Priority Activities: St. Paul's Church or School members – Sponsored Activities planned by members of the congregation or school committees, but not planned primarily for the people of the church or school.

Third Priority Activities: Other Churches, Christian Organizations, and School Organizations – Activities planned by and for the participants of other Christian or School organizations.

Fourth Priority Activities: Community Services Activities involving no specific Christian affiliation, but which do not conflict with the principles of St. Paul's Episcopal Church or School.

III. General Facility Use Guidelines

Respect For Facility: Please make every effort to leave it in as good or better shape than it was found.

Sound & Light Equipment: Will be used only by trained members, with prior arrangements. See Facilities Use Form.

Organ and Piano: The organ and piano may be available for practice to approved persons from within the church fellowship. Use of these instruments must be approved and scheduled through a designated worship team staff member and the music ministries director.

Event Supervision: All activities must be well supervised to ensure participant safety and proper treatment and care of the facility. The individual named on the Facilities Use Form will be responsible for proper behavior of the group, care of the facilities, and lock-up of the facility (if needed).

Safety: Running and rowdy activity is not appropriate in the sanctuary, hallways, offices, and classrooms unless part of an organized and approved activity. Activities that may be potentially harmful or unsafe are also not allowed and exit signs must remain visible at all times. Capacity limits for each room must be followed in order to comply with fire code.

Animals: Only service animals are allowed inside the facilities.

Kitchen: Our ~~kitchen~~ facilities are commercial grade. Due to governmental regulations, food services at a public event are subject to the health code requirements. Any items stored in the coolers must be labeled with date, substance information, and event or responsible person's name.

Facility Lock-up/Security: A Facility Lock-up and Security checklist will be provided to the identified responsible person at the time of the application approval.

IV. Scheduling Procedures

Facilities are available based on the priorities listed previously. All requests for facility use must be submitted on a "Facility Request Form" before final approval. This form may be obtained from the church or school offices or downloaded from the website. The completed form is then returned to the Facility Manager. The application will be promptly reviewed by designated personnel. The applicant will then be informed of the decision. The date on which the form is received will establish the priority.

**St. Paul's Episcopal Church & School
Facility Request**

Date Submitted: _____

Event: _____

Event Date: _____

Event Time: _____

Set Up Date: _____

Set Up Time: _____

Contact Person Responsible for event: _____ Phone: _____

Person Responsible for Building:

Opening: _____ Contact # _____

Closing: _____ Contact # _____

Person Responsible for Cleaning:

Before Event: _____ Contact # _____

After Event: _____ Contact # _____

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Space Requested: (Circle)

O'Ferrall Hall
Church
Chapel
Parlor
School Library
Choir Room
Music Room
Gym

Other: _____

Door Access Requested: (Circle)

Main Building
O'Ferrall Hall
Gym Building
Harrison Ave.
Dunn Bldg.
Other: _____

Number in group: _____

Refreshments: Provided _____ None _____

Responsible Party: _____

Coffee _____ **Decaf** _____ **Regular** (# needed)

Responsible Party: _____

Tables Round/Square _____ **Chairs** _____ (#Needed) **Tablecloth** Yes/No _____ (#Needed)

Responsible Party: _____

(#Needed) _____ **Round** _____ **Square**

Other items needed (ie: napkins, plates, cups, utensils): _____

Responsible for providing above items: _____ **Contact #** _____

Development Office: *All items below must be approved by Lisa Davis

_____ **Email** _____ **Flyer** _____ **Press release request**

Other: _____

Please see reverse for special instructions and set up instructions

Special instructions:

ROOM DIAGRAM

For Office Use Only: Copies to: Jenifer Wood / Lisa Davis / John Joseph

Date Received: _____ / _____ / _____

Facility Lock-up Check List

Event: _____ Event Date: _____

To ensure the facilities are maintained and providing a pleasant place for all activities, please review the following list and after your function clean as needed. Please check-off the items completed:

- ☐ Return all equipment/Furnishing to original place
- ☐ Clean and turn off all appliances
- ☐ Wipe off table and counters
- ☐ Empty trash from kitchen, community room, restrooms
- ☐ Turn off audio and visual items
- ☐ Turn off lights in function area and restrooms and check doors to make sure they are locked

Please complete this checklist and return the Facility Manager.

I acknowledge that the above listed items were completed and correct.

Name: _____

Date: _____

