

**POLICY ON BUILDING USE  
GRACE EPISCOPAL CHURCH  
BALDWINSVILLE, NEW YORK**

**GENERAL STATEMENT:**

The church facilities are available for use by Grace Church groups for forwarding their respective ministries. Use of the facilities is to be scheduled with the Church Office in advance. Please allow for adequate set up and clean up time in reserving the rooms you need. Please also be aware that there are many Church groups as well as other organizations scheduled to use our facilities.

Ecumenical groups, other Churches, or community non-profit groups are welcome to request the use of the Church facilities according to the following guidelines with priority being given to our own Church group requests. We remind all groups of our Church's policy that there be no smoking inside the facilities. A separate policy on alcoholic beverages has been adopted by the Vestry and must be adhered to strictly.

The Properties Committee shall direct the usage of Church buildings in accordance with the following provisions:

**I**

**USE OF THE CHURCH**

- A. The Church proper shall be available to Church groups by specific permission of and in consultation with the Rector.
- B. Weddings: See separate Wedding policy Guidelines.
- C. Funerals: See separate Funeral Guidelines.
- D. Kitchen Use. For functions which involve food preparation in the Grace Church kitchen, see the separate Kitchen use Guidelines.

**II**

**OTHER CHURCH FACILITIES**

- A. The facilities of the building may be used by any Church-sponsored group. However, each group must make prior arrangements for space and equipment through the Church secretary with allowance for set up and take down times and clean up. Other community groups may use church space by application approved by the Rector, or in his/her absence, the Wardens. There is no regular assessed fee for space use, but contributions are accepted. Any advertising of activities

sponsored by community groups shall clearly identify the sponsoring organization.

- B. When a group makes arrangements to use a room, they should use only the rooms designated and adjacent hallways.

### III

#### GENERAL PROVISIONS

- A. Each group using the buildings and equipment will be responsible for breakage and damage which occurs during its use of the facilities.
- B. Each group using the buildings must identify one person (address and phone number to be provided) who will be directly responsible for proper use of the facilities and the carrying out of the following provisions:
  - 1. Clear a specific date and time through the Church Office as far in advance as possible.
  - 2. Be responsible for turning the lights off and locking the building when the meeting adjourns.
  - 3. Monitor and enforce “No Smoking” and other relevant policies while in the Church Building;
  - 4. Be responsible for safeguarding and returning any keys issued within **72 hours** after the scheduled event.
- C. **We ask all users to treat the facilities and furnishings with respect. Please return everything to its original place, tables, chairs, etc., unless prior arrangements have been made at the office or with the custodian.**
- D. For groups using the facilities for overnight retreats or lock-ins, or for other purposes when youth are involved, if it is co-ed, it is understood that there shall be responsible male and female adult counselors (i.e. over 21) present at all times that youth are in the building, in the ratio of at least one adult per 7 youth. Overall supervision shall be provided by an individual who has completed the sexual abuse prevention training program of the Diocese of Central New York or its equivalent. A counselor shall be present until all youth have a ride home and have left the building and premises under responsible care. Once youth are inside the building, they shall not leave the building without a counselor’s explicit permission.
- E. Property of outside groups should not be left on the premises without the specific approval of Grace Church. We can not be responsible for such property, but, on request may approve the use of a lockable cabinet or other storage container of reasonable size.

APPLICATION FOR BUILDING USE  
GRACE EPISCOPAL CHURCH

USER \_\_\_\_\_

NATURE OF ACTIVITY \_\_\_\_\_

DATE(S) AND TIME(S) \_\_\_\_\_

ROOM REQUESTED \_\_\_\_\_

APPROXIMATE GROUP SIZE \_\_\_\_\_

PERSON RESONSIBLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

(READ BUILDING USE POLICY, PART III B RESPONSIBILITIES)

Does the activity involve:    YOUTH \_\_\_\_\_  
  ALCOHOLIC BEVERAGES \_\_\_\_\_  
  KITCHEN USE \_\_\_\_\_

(SPECIAL RULES APPLY, SEE BUILDING USE POLICY)

I have read and agree to abide the Building Use Policy of Grace Episcopal Church.

Signature of Person Responsible \_\_\_\_\_

Approved by \_\_\_\_\_

\_\_\_ Do you need the church ahead of time for set up?