



THE EPISCOPAL CHURCH OF THE
EPIPHANY

FACILITY USE AGREEMENT

All requests for usage of the church buildings and/or grounds, whether one-time or on-going, must be submitted in writing to the Parish Administrator and approved by the Rector, according to Canon III.9.5.(a)(2) of the Episcopal Church.

For the purpose of the office and for the full and free discharge of all functions and duties pertaining thereto, the Rector, Priest-in-Charge shall at all times be entitled to the use and control of the Church and Parish buildings together with all appurtenances and furniture, and to access to all record and registers maintained by or on behalf of the congregation.

This request should contain a description of the activities, the responsible group/individual, and the number of participants.

For either a one-time use or on-going usage, the following requirements must be met;

A. Outside groups (non-Episcopal Church groups)

- a. Some groups, given the nature of their activities (and ultimately at the discretion of the Rector and Sr. Warden) must provide their own insurance coverage for the time the facilities are in use. These groups are required to provide the Parish Administrator, prior to the event(s), with a Certificate of Insurance from their agent itemizing:
 - the name of the insurance carrier;
 - the type of coverage carried;
 - the dollar limits of their coverage; and
 - the period of the policy.
- b. It is understood by the group that Parish functions will take precedence over non-parish functions, despite the fact that the outside group may have scheduled their event on the Parish calendar first. Every effort will be made to ensure positive relationships with those who use our building and grounds, and forced rescheduling or canceling of events will be avoided whenever possible.
- c. No smoking or drinking of alcoholic beverages is permitted within the building.
- d. Each group must provide the Church Office with contact information of a person who can be reached during office hours. If a key to the building is required, the contact person will sign out a key, agreeing to the requirement for possession of a building key. The key will be returned to the office at the conclusion of the event(s).
- e. Each group agrees to see that all facilities are cleaned, all lights are turned off, and that the building is locked and secured at the conclusion of the event(s).
- f. The contact person will be provided with a copy of this policy.

- g. An appropriate donation, minimum of \$50.00 for outside groups and \$25.00 for parishioners using the building for sales, is to be made for on-going usage. A fee schedule will be arranged.
- h. If the group meeting are members of the Church of the Epiphany and is not-for-profit or sales, commercial or otherwise, or if the group is a community group that is non-profit, the fee may be waived.

B. Episcopal Church groups, authorized for one-time or on-going usage, must meet the above listed requirements. However, no usage fee is required from Episcopal Church groups.

All in-house groups planning activities which include children must comply with the tenets of Safeguarding God's Children as directed by the Episcopal Diocese of Arizona.

***This contract, these rules, and feels may be amended at any time by Epiphany Church.**

Revised 07.13.1

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EPIPHANY BUILDING USE CONTRACT

Group name _____

Purpose of use of building/grounds _____

Proof of Certificate of Insurance (copy attached) _____

Contact name and information _____

Parish Hall key # _____

Dates/time of use _____

I have read the accompanying Guidelines and agree to its terms.

Printed name _____

Signature _____ Date _____

CLOSING PROCEDURE

If you use the kitchen:

Please make sure *all* the **dishes, coffee pots, counters** are **clean** and **put away**.

Make sure that the gas to the stove is off. (Handle on left of stove at the wall.)

As you leave the facility:

Turn off *all* the lights.

Make sure the heat is turned down to 62⁰.

Double check, to make sure *all* doors are locked:

(“crash” doors need to be checked from the outside.)

The door from the stairway to the Nave

The Columbarium “crash” door, facing Beaver Street

Two office doors (if permitted to use the office space):

 one just inside the Parish Hall from the parking lot

 one through the Library

A downstairs “crash” door leading to the south lot from the Faith Formation room

Two doors leading from the Parish Hall:

 to the hallway (a “crash” door)

 to the parking lot