



ST. JAMES' EPISCOPAL CHURCH FACILITY USE POLICY

Purpose

St. James' Episcopal Church and its facilities are used to carry out the work and ministries of the church and as such are given priority over requests submitted by individuals or non-profit organizations that may wish to use the space. The purpose of this policy is to set forth the protocol for the use of various facilities by internal ministries and groups, as well as external groups. We seek to maintain an appropriate balance among the various ministries within the church and our outreach to other ministries and groups.

General Policy

The requests from individuals, groups, and non-profit organization whose purposes, activities, and events contribute to the welfare of the community. The objectives of the requestor and the activities conducted on church property may not conflict with the mission or values of St. James' Episcopal Church.

All individuals, groups, and organizations, whether those paying a fee or sponsored within St. James' Episcopal Church, will be required to abide by the Facility Usage Policy. Scheduling of space will be handled by the Parish Administrator.

The St. James' Facility Usage Agreement consists of:

- **Facility Usage Policy**
- **Appendix A – Registration Form for use of Church Facilities**
- **Appendix B – Facility Usage Request Form**

Those requesting use of a St. James' Episcopal Church facility must complete, sign, and return the entire agreement, including the appendices to:

**St. James' Episcopal Church
ATTN: Junior Warden
8 Cornwall St., N.W.
Leesburg, VA 20176**

or via email to:

ebullock@stjamesleesburg.org

Your signature on this agreement indicates you have read and will comply with all policies in this document. The individual signing must have the authority on behalf of the requesting organization.

Once a signed Facility Usage Agreement and an initial registration form is on file, requesting subsequent events requires only a new Facility Use Request Form. Please indicate on your form the



period of use. For ongoing use requests, and updated request form must be submitted yearly from the previous event.

The Sanctuary/Nave is a sacred place of worship and may only be used by groups for the purpose of worship (Christian worship, concerts, weddings, funerals, church conferences, or activities deemed appropriate). The use of the Sanctuary/Nave must be approved by the Rector in advance of the scheduled activity no later than two weeks prior to the requested event date.

Premises Liability and Conditions of Use

By signing this Agreement, the requestor of St. James' facilities agrees to the following terms:

- 1) The requestor shall be solely responsible for any damage, injury, or inconvenience to persons or property that may result from the use of the property of St. James Episcopal Church in accordance with the terms of this Agreement.
- 2) The requestor shall not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of the governmental authorities of the City of Leesburg, Loudoun County, the State of Virginia, and the United States while occupying the premises of St. James' Episcopal Church.
- 3) The requestor shall take all reasonable steps to ensure the safety of persons occupying the premises.
- 4) The requestor shall hold harmless, indemnify, and defend the Church, its employees, agents, and representatives from any and all liability for injury or damages including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any persons using the premises of St. James' Episcopal Church, entrances, exits, and thereto, and surrounding properties.
- 5) The requestor shall be responsible for preparing for the permitted use of the premises and returning the premises to the conditions existing at the time of entry.
- 6) The requestor carries liability insurance for the requested use of the premises that is acceptable to St. James' Episcopal Church, with a minimum occurrence liability coverage of \$1,000,000.00. The requestor agrees to provide a certificate of insurance to St. James' at least 30 days prior to the date[s] of facility use. The certificate of insurance shall indicate that the user has made St. James' Episcopal Church an "additional insured" on the requestor's policy with respect to the use of the property of St. James' Episcopal Church for the use requested under the terms of this Agreement. This provision may be waived, or a lesser amount of coverage required, at the sole discretion of the Rector of St. James' Episcopal Church upon suggestion of the requestor and a finding by the Rector that good cause exists to do so.

Requested Donations

A donation and/or a security deposit will be requested of outside groups who hold events at St. James' Episcopal Church. Checks should be made out to St. James' Episcopal Church and must be received by close of business 5 days prior to the event.

Parish Hall	\$75/hour or \$600/day
Sanctuary/Nave	\$200/hour or \$1,500/day
Kitchen	\$75/hour (included with Parish Hall)
Janney Parlor	\$50/hour
Kitty Boyd Room	\$20/hour
Parish House Basement	\$20/hour
Choir Rehearsal Room	\$20/hour
Parking Lot	\$20/hour

One-time or occasional rentals require a two-hour minimum for all rooms.

Security Deposit

If the event includes the use of the Sanctuary/Nave, Parish Hall, or Kitchen, a security deposit in the amount of \$1,000.00 is required to cover any damages to church property or cleaning costs for the premises. The deposit will not be cashed and will be returned by mail within a week after the event.

The following fees may be deducted from the security deposit:

- Extra custodial services are required - \$25/hour
- Requestor fails to remove its property after an event – cost of moving the property from the premises
- If the Church is damaged in any way, we may retain the full amount of the deposit.

Building Policies and Requirements

The requestor should contact the Parish Administrator to schedule a building orientation and pick up any facility keys that they may need. All keys will be signed out when given to the requestor and should be returned within 48 hours of the event. If a key is lost, the requestor must inform the Parish Administrator immediately. It is the responsibility of the requestor to assume the costs of all re-keying of locks due to lost keys. It is mandatory that the requestor makes certain that the facility is secured at the conclusion of the event unless it is expressly communicated to the requestor that the requirement is not necessary due to the usage of other facilities.

Food

If food is to be served, all food must be prepared off the premises and is the sole responsibility of the requestor. No food or beverages may be consumed in the Sanctuary/Nave. All food must be removed from the premises and placed in the trash containers at the completion of the event. All surfaces must be cleaned of all food.

Sound and Musical Instruments

If the sound equipment located in the Sanctuary/Nave or Parish Hall is requested, the requestor must meet with a St. James' representative to discuss the needs of the event. There is a \$50/hour fee for representatives to work at events at a 2 hour minimum. Under no circumstances are St. James' musical instruments or sound equipment to be used without prior arrangement and permission from St. James' Staff.

Tobacco, Marijuana, and Other Drug Use

St. James' Episcopal Church is a tobacco-free, marijuana-free, and drug-free environment. Cigarettes, smokeless tobacco, e-cigarettes, vapes, marijuana products, other illegal drugs, and drug paraphernalia are not permitted on the premises.

Alcohol Use

St. James' recognizes the need to ensure a safe and welcoming environment for all people, including those in recovery. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the Church is being conducted.

All applicable federal, state, and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors. This includes evaluating whether a temporary liquor license is necessary to serve alcoholic beverages. The reason for having alcohol at events for all people, including families and a broad age range, should be seriously considered before alcohol is brought on the St. James' premises, and a healthy relationship with alcohol should be modeled during these events.

St. James' aligns with the Diocese of Virginia, which conforms with Virginia state law, which stipulates:

- Minors may not consume alcohol.
- If alcohol is to be sold, the Parish must first obtain a license from the Commonwealth of Virginia to do so.
- Every effort must be made to ensure that someone who has had too much to drink does not drive.

If alcoholic beverages are available at a church-sponsored event at St. James' Episcopal Church:

- The Rector must appoint an adult to oversee its serving. That adult is prohibited from drinking during the time of the execution of their responsibilities. All those who are served alcohol must be monitored and those showing signs of intoxication will not be served anymore.
- If approved, the serving of alcohol is only permitted in specific areas authorized by the Rector.
- A drink limit should be instituted, and the serving of alcohol limited to a definitive time period. Identification should be checked to ensure that the individual receiving the alcohol is of legal age to do so.
- The church-sponsored event must have designated drivers available to anyone who may appear inebriated.
- If alcohol is allowed as part of a third party contracted activity, the contracted party must engage a professional bartender with proof of a certificate of insurance showing coverage for liquor liability.
- Alcohol should not be available or served at events specifically for minors.
- If minors are present at a congregational event where alcohol is served, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
- Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol should also be labeled. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
- The serving of alcoholic beverages at church-sponsored events should not be publicized as an attraction at the event.
- Any Church ministry sponsoring the activity or event at which alcoholic beverages are planned to be served must have permission in writing from the Rector. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired.
- No alcohol should be stored on Church property.
- There will be no consumption of alcohol by adults leading events on Church property that involve youth or children.

Signage for your Organization

If you have signage for your organization, it may not be larger than 2 x 3 feet and may be used only to direct attendees to the proper entry door for your event or meeting.



Set-up and Clean-up

Each requesting group or organization is responsible for its own set-up and clean-up of the facilities. This includes removal of all trash to outside trash cans, cleaning of tables, washing of dishes, removal of food items, and sweeping and vacuuming if necessary.

Requirements of Events Involving Minors

It is a requirement of St. James' Episcopal Church and the Episcopal Diocese of Virginia that at least two adults of 21 years of age or older must be present at all times and at all locations for any event involving children, defined as any person under the age of 18.

COVID-19 Regulations & Guidelines

According to the CDC's updated guidance and the guidance of the Diocese of Virginia, St. James' Episcopal Church is currently not requiring masks, effective March 3, 2022. However, those who prefer to wear masks are more than welcome to do so. St. James' requires that all unvaccinated people continue to wear masks indoors. Those who are autoimmune deficient should also continue to wear masks indoors, but it is not required. St. James' reserves the right to change these requirements as we see fit. St. James' also reserves the right to cancel an event due to a significant increase of COVID-19 cases in the area.

Signed and Dated by Requestor

I have read and agree to comply with the St. James' Episcopal Church Facility Usage Policy and am authorized to sign on behalf of the requesting party or organization:

Name (printed): _____

Signature: _____

Title: _____

Organization: _____

Date: _____



Appendix A: Registration Form for Use of St. James' Episcopal Church

Today's Date: _____

Person Requesting Use: _____

Group Requesting Use: _____

Address of Group: _____

Email: _____

Business of Group (why are you meeting?): _____

St. James' affiliated (yes/no)? _____ If yes, Ministry: _____

Name(s) of St. James' member who is part of the group: _____

Does your group carry liability insurance (yes/no)? _____

If yes, Insurance Carrier: _____

Insurance Policy Number: _____

Person responsible for group who will be in attendance at the event: _____

Cell Phone: _____

Email: _____

Additional Contact Person: _____

Cell Phone: _____

Email: _____



Appendix B: Facility Usage Request Form

Today's Date _____

Person Requesting Use: _____

Group Requesting Use: _____

Event Date: _____

Event Time: _____

Is this a recurring meeting (yes/no)? Please detail when, how many occurrences, where event will regularly take place: _____

Space to be Reserved and Time Requested (include set-up and clean-up):

- ___ Parish Hall ___ AM/PM to ___ AM/PM
- ___ Kitchen ___ AM/PM to ___ AM/PM
- ___ Sanctuary/Nave ___ AM/PM to ___ AM/PM
- ___ Janney Parlor ___ AM/PM to ___ AM/PM
- ___ Rector's Study ___ AM/PM to ___ AM/PM
- ___ Kitty Boyd Room ___ AM/PM to ___ AM/PM
- ___ Choir Room ___ AM/PM to ___ AM/PM
- ___ Parking Lot ___ AM/PM to ___ AM/PM
- ___ Other: _____ ___ AM/PM to ___ AM/PM
- ___ Other: _____ ___ AM/PM to ___ AM/PM

******* For Church Use Only *******

Approved (yes/no): _____

Reason for non-approval: _____

Authorized Church Representative: _____

Date: _____