



ST. RAPHAEL'S EPISCOPAL CHURCH BUILDING USE GUIDELINES

A. INTRODUCTION

We are pleased you have chosen St. Raphael's for your event. We make our church available to you as one way in which we share our vision of "Welcome Regardless." These guidelines offer information about the use of the church building as a means of avoiding misunderstandings which might occur. We hope these guidelines will offer a method by which both the church and you have a clear understanding of each other's needs and expectations. Please refer to below guidelines for information about our building use fee and deposit. Fees and donations help cover some of the cost for use of the building, such as utilities, custodial services, etc.

B. GUIDELINES

1. All individuals or groups, including parishioners and groups affiliated with St. Raphael's, will be given a copy of the building use guidelines and requested to complete and submit an event application to the church office at least two weeks before the event.
2. Our administrative assistant or a church member will assist you with arrangements for building access and securing the building following the event. Security measures include locking all exterior doors, closing interior doors, making sure the kitchen stove/oven is turned off and lights are turned off.
3. Please communicate your need for tables and chairs and their configuration at least one week in advance of the scheduled event.
4. Clean up of areas used will be the responsibility of the individual or group using the building. Please leave the kitchen, tabletops, floors and bathrooms in their original condition. If church dishes, coffeemakers, cookware, utensils, etc. are used, they are to be cleaned and put back where they were found. See attached set up and clean up instructions.
5. The use of media equipment must be approved, in advance of the event, by a member of St. Raphael's Vestry.
6. Building use is limited only to the areas agreed upon in the application.
7. A contact person from a group is to be designated and will be responsible for:
 - Communication of building use guidelines [security, safety, set up and clean up] to others in the group
 - Behavior of the group
 - Reporting of any injuries during use
 - Reporting any damages during use
 - Securing reimbursement for damages incurred during the event
 - Notifying the church of cancellation at least 48 hours in advance of the event
8. Consumption of alcoholic beverages is not permitted on church premises. Exceptions are at the discretion of the Vestry or the pastor.
9. St. Raphael's is a tobacco-free facility. Smoking is prohibited in all areas of the church building and grounds.
10. It is the responsibility of the individual or group to provide their own food, beverages, coffee, condiments, etc. for their event. Exceptions are at the discretion of the Vestry or the pastor.
11. Furnace and air conditioning controls are not to be changed.
12. St. Raphael's reserves the right to cancel or postpone a scheduled activity in the following situations:
 - Special church services preempt all scheduled activities
 - Disregard of building-use guidelines
 - Other unforeseen circumstances

Thank you for taking the time to read and understand our guidelines and to communicate them to others attending your event. We appreciate your questions and comments about these guidelines and your experience at St. Raphael's. We hope your activity is a success!