

Building Use Policy

3520 W Whitestone Blvd
Cedar Park, Texas

Christ Episcopal Church is happy to offer this welcome and policy statement to all who wish to share our facilities with us. Our campus is primarily for church related or church initiated meetings, activities, and events. However, we love having guests and welcome the opportunity to share our facilities with other groups when we can and when it is appropriate.

The following policy statement defines the limits and restrictions, as well as the expectations and responsibilities, we ask you to follow so that we can take care of the campus God has entrusted to us while sharing it with you.

Christ Episcopal Church Building Use Policies

A. Procedure for Scheduling the Use of Facilities

- 1. Church-Related Functions** All Church-related meetings or activities are to be scheduled at least two weeks in advance using the following procedure. A Building Use Agreement form (Appendix A, Part 1) can be obtained from the Church office, or downloaded from the website at www.cectx.org. The completed Building Use Agreement form signed by the Applicant should be given to the Parish Administrator two weeks in advance. It will then be approved by the Rector and designated Church Leaders at least one week prior to the scheduled activity, at which time the Parish Administrator will reserve the event on the Church calendar.
- 2. Non-Church-Related Functions** Applicants scheduling non-Church related meetings or functions need to submit a Building Use Agreement at least four weeks prior to the event. The Parish Administrator will notify the Applicant of building availability within 10 business days. A host /hostess from the congregation will be assigned to be present to welcome and assist during the event.
- 3. Approval Process** An executed Building Use Agreement (Appendix A) is required for all groups and individuals, whether they are church members or nonmembers, and whether they wish to use the facility for regular, recurring meetings or for a one-time function. The Applicant signing the agreement is personally responsible for adherence to these policies. Organizations are likewise responsible for adherence to these policies and shall designate a

representative contact person. Each application will be considered on an individual basis and routed to the appropriate Church Leaders, listed below, for approval. By signing the Building Use Agreement Form (Appendix A) the Applicant agrees to the rules and guidelines outlined in this policy.

- Church – Priest-in-charge, Music Director, Altar Guild
- Parish Hall – Priest-in-charge, Hospitality Coordinator
- Copies to Junior Warden
- LEM/Lectors Coordinator, Children’s Ministry coordinator, Nursery coordinator as appropriate.

Any questions regarding appropriate facility use will be directed to the Junior Warden.

Applicants scheduling non-Church related meetings and events will also be required to sign the “Building Lease” (Appendix B) and remit all required fees and documents before the space will be reserved.

4. **Fees** A schedule of fees for the use of the facilities for all Church-related and non-Church-related functions appear in Appendix C.
5. **Insurance** Every group, other than Christ Church groups and ministries, that uses Christ facilities must provide a “Certificate of Insurance” as a guarantee of general liability insurance. This must be attached to the signed “Building Use Agreement” in Appendix A.
6. **Baptisms, Weddings, Funerals** Use of the facilities for sacraments that are not within the context of a regular Sunday Eucharist (baptisms, weddings, funerals) and for related receptions is governed by a separate policy.

B. Access to Building

1. **Normal Access** On the day of the event, the Church office will coordinate facility access.
2. **Access Failure** In case the building is not open upon arrival at the designated time, and a host/hostess is not present, the Junior Warden should be called.

C. Church Property

1. **On-Site Use** Church property such as chairs, tables, and tablecloths may be used according to the policies.
2. **Loans** Requests to use such property off campus should be directed to the Hospitality Chairperson and approved by the Priest-in-charge and the Junior Warden. All loans are restricted to church members.
3. **Electronic Equipment** Requests to use the Church’s electronic equipment require the written consent of the Rector and Music Director at least one week prior to the event. The equipment must be operated by a trained member of the Church staff. Exceptions will be

made on an individual basis at the discretion of the Music Director. This policy applies to all Church and non-Church related events.

D. Drugs and Firearms

1. **Prohibited Substances/Items** Smoking and the use of illegal substances are strictly prohibited in Church facilities, on the Church grounds, and in the parking lot. Firearms are not permitted on church property except for those in the possession of on-duty law enforcement officers.

E. Facility Care

1. **Deposit** A refundable deposit of \$250 is required for non-Church-related functions and for weddings. No decorations should be affixed to any surface, i.e. walls, doors, windows, or floors. Cleanup is the user's responsibility. If janitorial services are required after a function, or if there is damage to any Church property, then the Church will deduct such costs from the group's deposit.
2. **Furnishings** The moving of furniture needs to be approved in writing. All furniture and property are to be returned to their designated places following each event.
3. **General Cleanup** All groups are responsible for cleanup, which includes checking the bathrooms, checking for running water, turning off lights, adjusting thermostats and locking all doors after a meeting or event. A safety check list will be given to the user on the day of the event. Regular, recurring users will appoint a person to be responsible for the above-mentioned tasks. For all other non-church related events a host/hostess will be assigned and will review the list and make sure the building is secured.

F. Parish Hall, Kitchen, Porches, and Grounds

1. **Parish Hall Cleanup** - The parish hall and kitchen must be left clean and orderly after use.
 - Sinks and counter tops should be clean, with dishes washed, dried and put away. (the dish washer is currently inoperable) appliances cleaned, and floors mopped.
 - Punch bowls, coffee urns, and trays need to be cleaned and returned to their previous locations.
 - All tables and chairs should be wiped off.
 - Wet towels should be draped over the sink to dry.
 - No food or open beverages should be left in the refrigerator or freezer.
2. **Recyclables/Trash** – all recyclables should be separated and put in the recycle bin. Trash cans are to be emptied and bags placed in the dumpster.

3. **Caterers** A caterer may use the kitchen facilities with the approval, and under the supervision of, the host/hostess. The person holding the event remains the responsible party for care and cleanup of the facilities.

H. Church Nave and Sanctuary

In general, the Church Nave and Sanctuary are not available for use unless approved by the Rector. If permission to use the Church Nave and Sanctuary is obtained, the following guidelines apply: The Sanctuary of the church is a holy place, consecrated for the worship of the Church. The Church Nave and Sanctuary must be respected at all times, in all situations. Nothing in the Sanctuary may be moved from its location without the permission of the Rector. Neither food nor drink is allowed in the Church. The altar is never to be used as an ordinary table; nothing may be placed upon it or removed from it.

1. **Church Instruments** The piano may be used only with the permission of the Rector and the Music Director.
2. **Music** All music performed/played on the Church campus must be approved by the Rector and the Music Director.
3. **Photography** Generally, photography is not allowed during the celebration of Sacraments of the Church. Guidelines are given in separate policies governing those Sacraments.

I. Alcohol Usage

The policy concerning the use of alcohol in the congregation is set out in the following requirements and guidelines. It is the responsibility of the Priest-in-Charge in consultation with the Vestry to implement this policy and to make it known to the congregation. The purpose of this policy is to provide structure for the reasonable and responsible use of alcohol within congregational life; to honor and protect those who do not or should not consume alcoholic beverages; and to strengthen the health and well-being of the Church.

1. Requirements

- The serving of alcoholic beverages is to be done in moderation.
- The serving of alcoholic beverages is to be monitored and controlled.
- If alcoholic beverages are served, an attractive non-alcoholic beverage must be readily available; and clearly labeled as non-alcoholic.
- Food and beverages containing alcohol, including wine and champagne punch, must be clearly labeled at the point of preparation and the point of service.
- No church event should be centered around the drinking of alcoholic beverages.
- Even mildly intoxicated persons should be provided safe transportation home.
- Chemical usage other than alcohol is clearly controlled under federal, state and local laws and, as such, is forbidden at any church function.
- This policy applies equally to church events on and off church premises.

- Non-church groups using church facilities must provide proof of liability insurance to the church.
- A responsible party for non-church groups using church facilities for events at which alcoholic beverages will be served must read and sign a copy of this policy, agreeing to abide by it.

2. Guidelines

- The Policy Concerning Alcohol Use is to be made known to parish leadership annually especially vestry members, and those responsible for church events, including weddings.
- This policy should be posted in the kitchen.
- Wine and champagne, whether in glasses or bottles, should be served rather than left on dining tables.
- Unused alcoholic beverages are to be removed from church premises as soon as possible following an event.
- Beer kegs are not allowed on church premises.
- Hosts or servers should be used to monitor the serving of alcoholic beverages.
- Each congregation is encouraged to have a Recovery Sunday at least every other year.
- Serving adults alcoholic beverages at events that are primarily for children and young persons is strongly discouraged.

Enacted by the Vestry of Christ Episcopal Church on this _____ day of
 _____ 2016

By: _____

Linda Dozier
 Senior Warden

Appendix A

BUILDING USE / EVENT REQUEST FORM

If you wish to hold an event at Christ Episcopal Church ("CEC"), you need to submit this request form. Please read and fill out COMPLETELY.

BEFORE YOU REQUEST AN EVENT, PLEASE CAREFULLY READ THIS:

CEC is pleased to offer spaces in our facilities for your use. CEC programming/ministries, other church groups and individual members (in that order) hold scheduling priority.

There may be, however, unforeseen emergencies and contingencies (i.e., funerals, weddings, core ministry programs, etc.) that will receive preference over other building/room reservations. If you wish to schedule an event or reserve a room, you must have a backup location in case of these instances, because you may be asked to move or reschedule, sometimes with short notice.

SCHEDULING/RESERVATION PROCESS

All activities and/or events must be scheduled through the church website at least two (2) weeks in advance to allow for necessary staff planning and logistics around the event. For activities with 50-100 participants, the event must be scheduled at least four (4) weeks in advance. For more than 100 participants, the church requires eight (8) weeks advance notice.

To schedule use of the church facility for purposes other than regularly scheduled official church activities, you must submit a request through our website according to the deadlines outlined above.

A response will be provided within three business days of receipt of the form by a CEC staff member. For more information, please contact Sharon Bowman (communications@cextx.org)

* Required

Name *

Email *

Phone Number *

Name of Ministry / Group / Organization hosting this event *

EVENT INFORMATION

Event Status *

Mark only one oval.

- New Event
- Existing Event Change

Event Name *

Event Description *

Number of People Expected *

Recurrence *

Mark only one oval.

- One Time Event
- Once A Week
- Once Every Other Week
- Once a Month
- Quarterly
- Semi-Annually
- Annually

Event Date *

Example: December 15, 2012

Event Start Time *

Example: 8:30 AM

Event End Time *

Example: 8:30 AM

Amount of Time Required for Set-Up *

Amount of Time Required for Clean-Up *

If you are needing to set-up on a different day, please describe the day and times you would like to set-up.

*

PUBLICITY

Please advertise in:

Please advertise in:

Check all that apply.

- Sunday Bulletin
- Church Website
- Facebook Event
- Church E-News
- None

Childcare

If yes, we will have the Nursery Coordinator reach you for further details.

Is Childcare Requested?

Mark only one oval.

- Yes
- No

FOOD & DRINK

Will you be serving food?

Mark only one oval.

- Yes
- No

Will you be asking guests to bring food?

Mark only one oval.

- Yes
- No

If yes, what foods are you asking guests to bring?

How would you like guests to sign-up for food?

Check all that apply.

- Online Sign-Up
- Paper Sign-Up sheet in Narthex

If you checked "Online Sign-Up", who will be creating the online sign-up sheet?

Mark only one oval.

- I will be creating the online sign-up sheet
- I would like the office to create the online sign-up sheet for me

If you checked "Paper Sign-Up Sheet", who will be creating the online sign-up sheet?
Mark only one oval.

- I will be creating the sign-up sheet and placing it in the Narthex
- I would like the office to create the sign-up sheet for me and placing it in the Narthex

Will you be using a caterer?
Mark only one oval.

- Yes
- No

If yes, what is the name and phone number of your caterer?

What foods will be catered?

Note: To avoid staining, CEC does not allow red beverages to be served.

Will you be using the kitchen?

Note: In order to cook or prepare coffee or other beverages in the CEC kitchen, you must go through kitchen training. Training is not required if you are simply using the kitchen to store food for an event. If you do not request training at least ten days in advance of your event, we may not be able to accommodate your request.

Mark only one oval.

- Yes
- No

Do you need a kitchen training session?

Note: We will contact you to set up a time you check "yes."

Mark only one oval.

- Yes
- No

ROOM & EQUIPMENT NEEDED

Rooms

Check all that apply.

- Library
- Family Life Center (entire building)
- Kitchen
- Sanctuary
- Outreach Center
- Entire Campus
- Other:

Number of tables

Mark only one oval.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

Type of Tables

Mark only one oval.

- Round Tables
- Rectangle Tables

- Other:

Chairs

How many chairs do you want set up at each table? (Each table sets up to 8 people)

Other Equipment

Check all that apply.

- TV
- DVD Player
- Overhead Projector
- Microphone (Sanctuary Only)
- Easel (Flip Chart)
- Other:

Additional Notes:

If you have any additional comments or questions, please feel free to list them here: