

St. John's Episcopal Church Facility Use Policies

1. All events and gatherings must be approved by the Rector (in the absence of the Rector approval by any Associate Rector or Warden of St John's), and the contact person must be a staff member or parishioner of St. John's.
2. All spaces used must be returned to their original state and the group is responsible for all cleanup and lock-up of all used spaces.
 - a. Expectations for Cleanliness
 - i. Return tables and chairs to their original position.
 - ii. Check to make sure all doors are locked.
 - iii. Place all garbage in the bins in the kitchen. If bins are full, please put bags in the dumpster (please note, nothing can be left outside the dumpster).
 - iv. Turn off all lights.
 - b. Kitchen
 - i. Remove all food and drinks from the kitchen and refrigerators
 - ii. Clean and return all used dishes and cooking utensils.
 - iii. Wipe down all used surfaces and tables.
 - iv. Turn off all kitchen appliances and make sure the gas valves are turned off as well.
 - v. Place all dirty dishrags in the laundry basket in the laundry room.
 - vi. Have used tablecloths dry-cleaned and return them to the church in a timely manner (please note, the group who used the tablecloths will be responsible for all dry-cleaning fees).
3. Kitchen Use
 - a. At least one person must have been trained to use the kitchen by the Food and Hospitality Coordinator or other staff member if it is to be used
4. The use of tobacco/vape or illegal device in any form is prohibited on church property.
5. The Diocesan Alcohol Policy must be followed (see attached).
6. You may not use staples, tape, push pins, tacks, or nails on any walls.
7. Personal property left in the building is not the responsibility of the Church or any individual affiliated with the church.
8. The Church is not responsible for any accidents or injuries to person or property. The Contact person agrees to fully indemnify and hold St John's harmless from any and all liability of any nature whatsoever in connection with the Contact Person's and his or her Group's use of St. John's property. Notify Church Office immediately of any incidents.
9. All sound system use/audio visuals must be approved by the church prior to use.
10. A St. John's contact person must be present at the event.

I have read and understand the Facility Use Policies and I agree to abide by all guidelines stated in this policy and to ensure that other persons present at the event hosted will abide by these guidelines.

Signature of Contact Person

Date

Diocesan Alcohol Policy 2013

In the Diocese of Alabama we are concerned about the illness of alcoholism which is epidemic in our society. Therefore, we recommend the following alcohol policy approved by the 1985 General Convention of the Episcopal Church, USA be the guideline to alcohol use in the parish and diocese.

The following statement was approved by the 1985 General Convention

The Episcopal Church has never endorsed the prohibition of using beverages containing alcohol among adult members. Scripture offers Jesus' example of the use of wine in his first miracle at Cana and in the institution of the Holy Eucharist. When an adult member elects to use alcohol, moderate usage is expected. Church members are expected to be educated regarding those conditions that might compromise the health and safety of oneself or others. Church also supports those people who abstain from the use of alcoholic beverages for whatever reason. Many churches do not serve alcoholic beverages at social functions, but, for those that do, the following guidelines are given:

- All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
- Alcoholic beverages and food containing alcohol must be clearly labeled as such.
- Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal attractiveness and accessibility.
- The serving of alcoholic beverages at church events should not be publicized as an attraction of the event.
- The group or organization sponsoring the activity or event at which alcoholic beverages are served must have permission from the parish for such a plan. The group or organization must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be thus impaired.
- Recognizing the effect of alcohol as a mood-altering drug, it is advisable to consider the nature of the function at which alcoholic beverages are proposed to be served.
- The usage of chemicals other than alcohol is clearly controlled under federal, state and local laws. Such usage should be forbidden at any function.

I have read and understand the Diocesan Alcohol Policy of the Episcopal Church and I agree to abide by all guidelines stated in this policy and to ensure that other persons present at the event hosted will abide by these guidelines.

Signature of Contact Person

Date

Waiver of Liability

_____ shall indemnify, defend and hold harmless St. John's Episcopal Church and the Episcopal Diocese of Alabama and their respective officers, directors, employees, agents and representatives harmless from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against St. John's Episcopal Church and the Episcopal Diocese of Alabama and their respective officers, directors, employees, agents from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of St. John's Episcopal Church by the undersigned.

Name of Group

Date

Signature

Title

FACILITY USE REQUEST

Event Information:

Event Name: _____ Event Date(s): _____

Set up Time: _____ Event Start Time: _____ Event End Time: _____ Clean Up End Time: _____

Recurring Event? YES NO

If Yes:

Circle One: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Circle One: Weekly Monthly Other (please specify): _____

Room Requested:

Number of People Expected to Attend: _____

Will alcohol be served? YES NO

Room Set Up Request:

Please specify the number of the following items needed:

Chairs		Rectangle Tables		Music Stand		Lectern	
Tablecloths		Round Tables		Keyboard		Dry Erase Boards	

Audio Visual Equipment Needs:

Please circle which of the following items you will need:

TV/DVD Player

LCD Projector

Screen

Microphones

Kitchen & Dining Use:

Please circle which items you will need:

Oven

Stove

Warming Unit

Dishwasher

Serving Counter

Plates

Cutlery

Glasses

Serving Dishes, Containers & Urns

Please give a brief description of what you will be using the kitchen for:

Contact Person:

Name: _____ Phone Number: _____

Email: _____