

Facility Use Policy
St. David's Episcopal Church
Roswell, Georgia

OVERVIEW

The church building and other church properties are resources for carrying out the mission of St. David's: *To restore all people to unity with God and each other in Christ.*

PURPOSE OF THIS POLICY

To give parameters for decision making when church members, outside groups and other persons ask to rent or request the use of church space.

PRIORITIES

1. The buildings of St. David's Episcopal Church have been established for the glory of God and for the use of the parish in worshipping God. Services of worship have first priority in the use of the buildings.
 - a. Funerals, being a sacramental rite of the Church (plus funeral receptions) have priority of the use of the buildings.
 - b. No fees are charged for funerals or receptions for members.
2. Meetings, programs, and events planned by or sponsored by groups within the parish receive next priority. Regularly scheduled activities have priority over special events.
 - a. No fees are charged for St. David's groups, and the kitchen facilities may be used. (examples: religious education, church festival, membership fellowship activities)
 - b. All of these type meetings/programs, etc. must be scheduled with the church office by accessing our website at www.stdavidchurch.org, (preferably 30 days in advance of the event), click on blue bar on the home page and requesting meeting space. The church office will then contact you to place the event on our church calendar.
3. Parishioner Family Functions
 - a. Members may use the buildings for a wedding, rehearsal dinner and reception if the rooms needed are not in use for ministries of the Church.
 - i. Policies for a wedding are available in a separate booklet.
 - ii. Fees (Item #7) are to be paid two weeks prior to the wedding.
 - b. Members may use the buildings for other family functions if the rooms are not in use for ministries of the Church.
 - i. The member must apply by accessing our website at www.stdavidchurch.org, (preferably 30 days in advance of the event), click on blue bar on the home page and requesting meeting space. The church office will then contact you to place the event on the church calendar. The member will be responsible for arrangements and communication with the church office.
4. Next priority for use of the building will be given to those groups, programs, and individuals which, though not part of the planned ministry of the church are engaged in activities that are compatible with the values of St. David's Episcopal Church.

(examples: musical recitals, health support groups, non-profit meetings, non-church events sponsored by a parishioner, non-member activities)

 - a. The group must apply for the use of the buildings by accessing our website at www.stdavidchurch.org, (preferably 30 days in advance of the event), click on blue bar on the home page and requesting meeting space. The church office will then contact you to place the event on the church calendar. The member will be responsible for arrangements and communication with the church office.

b. Fees for building use (Item #7) are to be paid in full two weeks prior to the event.

5. All other use of the buildings will be negotiated with the Vestry. Fees will be set upon consideration of space needed and of time the space is to be used. The Vestry has the right to deny use of the buildings to any group.

6. For Profit groups: No group or individuals may use the buildings for commercial ventures.

7. Fee Structure:

Event	Pricing	Maintenance Fee	Policeman on Duty
<i>Weddings – Parishioners Only</i>			
Flower Guild/Stacy Wilson	\$300 –Altar Flowers Only		
Organist	\$200 (\$35 for Soloist)		
Clergy Donation	\$250		
Sexton	\$100		
<i>The Use of Jeffords Fellowship Hall/Meeting Rooms</i>			
Parishioner – Weekday	\$100 per hour		
Parishioner – Weekend (Friday, Saturday, Sunday)	\$150 per hour-\$300 deposit	\$50-\$150 based on activity	\$30 per hour
Non Parishioner - Weekday	\$150 per hour	\$50-\$150 based on activity	
Non-Parishioner –Weekend (Friday, Saturday, Sunday)	\$200 per hour \$500 deposit	\$50-\$150 based on activity	\$30 per hour
Meeting Rooms	\$ 75 per hour	\$150 (set up/take down)	N/A

PROCEDURES

All users/and or lessees must have signed an Facility Usage Application and Rental Agreement and a Facility Usage Rules Form and made timely payments prior to any use.

The Rector or Vestry, on a case by case basis, may allow for exceptions to established fees for building usage. The established charges and Building Use Policy may be changed by the Vestry with a majority vote.