

Appendix 4: Facilities Use – Guidelines & Policy

Guidelines Governing the Use of St. Paul's Facilities

1. The following rules apply to the use of St. Paul's facilities:

- Prior reservations are required by contacting the Facilities Manager. Request forms which are accessible on the website under Policies, or at the Church Office, must be submitted to the Facilities Manager.
 - Please use only the room reserved and respect others using the building. Adult supervision of children is expected at all times.
 - Arrangements should be made in advance to pick up keys with the Church Office during hours of operation (call 919-467-1477 for hours).
- The use of buildings by non-parish organizations or for non-church functions requires the prior approval of the rector.
- Facilities shall not be used by any profit-making commercial venture of any kind.
- User assumes responsibility for re-arranging tables and chairs, as well as, restoring them to their original locations.
 - Lights are to be turned off, the Heating & A/C (wall units only) are to be set to non-occupied conditions, and all doors are to be locked upon departure.
 - If buildings or rooms are left dirty or damaged, cleaning fees or repair costs will be assessed. Cleaning fees will be paid to the cleaning contractor used by St. Paul's at the time. Damages will be repaired by a contractor of St. Paul's choosing, and the user will be informed of the cost to be reimbursed.
- Smoking is NOT allowed in any building.
- Use of alcohol on church property is strictly governed by St. Paul's Episcopal Church Alcohol Policy. A copy of this policy is located on the church website under Policies.

2. St. Paul's does not charge for the use of its buildings. Donations from non-parish organizations are welcomed to offset expenses for heating/cooling, electricity, water, and facilities upkeep. Information about cleaning fees and suggestions about donations are given below:

- Sanctuary
 - For non-St. Paul's functions, a donation of \$50/hr is suggested.
 - For large gatherings, a cleaning fee of \$100 will be assessed to cover cleaning costs for the sanctuary and the church rest rooms. The fee is paid directly to the cleaning contractor. Contact the Facilities Manager for the name of the current cleaning company.

- Chapel
 - For non-St. Paul's functions, a donation of \$50/hr is suggested.
 - If the chapel is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Facilities Manager for the name of the current cleaning company.
- Parish Hall
 - For non-profit or community use, a donation of \$35/hr is suggested.
 - If the Parish Hall is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Facilities Manager for the name of the current cleaning company.
 - The kitchen is available for use by members of St. Paul's for church related functions. For other users, a \$50 donation toward kitchen maintenance is welcomed. Rules for the use of the kitchen are posted in the kitchen, and it is expected that the kitchen will be left in proper condition after each use. If the kitchen is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Facilities Manager for the name of the current cleaning company.
- Classrooms
 - The donation suggested for each classroom is \$15 for 2 hours or less, and an additional \$5/hr thereafter.
- Youth Wing
 - The donation suggested for this area is \$25/hr. If the Youth Wing is left dirty, a cleaning fee of \$100 will be assessed. The fee is paid directly to the cleaning contractor. Contact the Facilities Manager for the name of the current cleaning company.

Policy on Facilities Use at St. Paul's Episcopal Church, Cary, NC

This policy statement sets forth the basis for a policy on facilities use at St. Paul's Episcopal Church, Cary, NC. The policy is set by the Vestry at St. Paul's and is implemented by the rector, clergy, and staff of St. Paul's.

Requirements for a facilities use policy.

There are two requirements that impact on the use of the facilities and resources of St. Paul's Episcopal Church: (1) the Canons of the Diocese of North Carolina¹ (available at <http://www.episdionc.org/Diocese/constitution-canons.html>), and (2) the requirements of the Internal Revenue Service regarding the tax-exempt status of the church. (See, for example, IRS Publication 1828.)

To that end, St. Paul's Episcopal Church, its clergy, wardens, vestry, and staff, shall ensure that its facilities and resources are used to further the mission of St. Paul's² and the Protestant Episcopal Church. The Canons of the Diocese of North Carolina require that the facilities and resources of St. Paul's Episcopal Church shall be used in a manner that is consistent with "the doctrine or discipline of the Protestant Episcopal Church and ... as becomes the house of God." Consistent with IRS requirements, the facilities and resources will also be used in a manner that does not inure benefit to individuals nor provides substantial benefit to private interests.

In addition, all activities that use St. Paul's facilities must comply with any and all federal, state, and local laws and regulations that may apply.

Facility Use Policies established by the Vestry of St. Paul's Episcopal Church.

1. The facilities and property (including data bases, mailing lists, e-mail lists, etc.) of St. Paul's Episcopal Church shall not be used by a commercial venture of any kind, or by any private or non-parish profit-making organization.

¹ The text of the Canon 22, Section 3 (b) on Duties of the wardens of the parish, states: "In the absence of the rector, the wardens shall preside in all meetings of the vestry or congregation, in order of their official seniority. As representatives of the vestry, they shall (subject to the vestry's directions and consistent with the rights of the rector) have charge of the church building and they shall see that it is kept from all uses inconsistent with the doctrine or discipline of the Protestant Episcopal Church and, so far as possible, in good repair, as becomes the house of God. The wardens shall see that the church is prepared for public worship and that order is preserved during that worship; that suitable books are provided for the services, vestments for the clergy, and, when necessary, the elements for the Holy Communion."

² The mission of St. Paul's Episcopal Church is: "Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and to make Christ known."

2. The use of the facilities by individuals or groups that are not officially recognized by the vestry as programs or ministries of St. Paul's Episcopal Church (for example, usage by community or non-profit groups) requires the prior approval of the rector. In the absence of the rector, the decision shall be made by the Senior Warden.

3. St. Paul's Episcopal Church shall not sell advertising in its electronic or printed publications.

4. Prior reservations are required for use of the facilities. Review of requests to use St. Paul's facilities and scheduling of the facilities shall be the responsibility of the staff member whose duties include facilities management. (See the "Guidelines Governing the Use of St. Paul's Facilities" referenced below.) If keys are needed, arrangements must be made in advance to pick up keys from the Church Office during hours of operation.

5. A room reservation only allows access to, and use of, the room that was reserved for the time of the reservation. Others may be using the room before or after you, or may be using other parts of the facility at the same time: please respect their use of the building.

6. No smoking is allowed in any building.

7. Permission for use of the St. Paul's facilities shall be granted only if the user assumes responsibility for restoring the reserved facility to its original condition, including: re-arranging tables and chairs and restoring them to their original locations after use; turning off lights and heating, ventilation, and air conditioning (HVAC) (wall units only) as appropriate; insuring that the doors are locked upon evacuation; and cleaning up the room as appropriate. (Note: If buildings or rooms are left dirty or damaged, fees will be assessed consistent with the cleaning or repair costs incurred.)

8. Adult supervision of children must be provided at all times.

9. Use of alcohol on church property is strictly governed by St. Paul's Episcopal Church Alcohol Policy. A copy of this policy is located on the church website (<http://www.stpaulscary.org/policies/AlcoholpolicyOctober2002.pdf>). Persons interested in serving alcohol must complete the Request to Serve Alcohol Form (also available from the website) and must secure the necessary authorization in advance.

10. St. Paul's shall not charge for the use of its facilities. However, donations from community or other non-profit groups are welcomed to offset the expenses of operating and maintaining the facility. (In 2010, St. Paul's spent more than \$100,000 on electricity, water and sewer costs, gas for heat, cleaning costs, and upkeep and maintenance of the campus. Donations are used to offset such expenses.) The staff of St. Paul's may publish, from time to time, "Guidelines

Governing the Use of St. Paul's Facilities" that set forth procedures for use of the church's facilities consistent with these policy decisions and may include suggested donation amounts based on current costs for maintaining the various rooms or buildings used. A separate policy on Weddings may also include suggested donations or specific fees for the services of individuals involved in the wedding.

11. Failure to comply with these policies or with the "Guidelines Governing the Use of St. Paul's Facilities" that may be developed by St. Paul's staff may result in withdrawal of permission to use the facility.

Vestry Findings regarding Facility Use by staff and clergy of St. Paul's Episcopal Church.

The vestry of St. Paul's Episcopal Church finds: (a) that the staff and clergy members of St. Paul's are very talented people whose expertise and talents may be sought by parishioners and others; (b) that the staff and clergy must often be on the St. Paul's campus at a diversity of hours – from normal business hours, to daytime or evening ministry meetings, to liturgical services during the week and on weekends, to overnight or out-of-town ministry meetings; and (3) it is a benefit to St. Paul's Episcopal Church to have the staff and clergy present on the St. Paul's campus often and at various hours. Given these findings, the vestry of St. Paul's Episcopal Church gives permission to the St. Paul's staff and clergy members to tutor or counsel parishioners and others on the St. Paul's campus if the following conditions are met:

- (1) prior permission for the tutoring / counseling is obtained from the rector;
- (2) the tutoring / counseling is provided by the staff or clergy member on a person-to-person basis and is not part of a for-profit commercial enterprise;
- (3) in the opinion of the rector, the tutoring / counseling does not interfere with the duties of the staff or clergy member or with the functioning of St. Paul's as an Episcopal Church; and
- (4) in the opinion of the rector, the tutoring / counseling is consistent with the doctrine or discipline of the Protestant Episcopal Church and with St. Paul's mission as a house of God.

[See Note Below.]

In the absence of a rector, the decisions listed above will be made by the duly elected Senior Warden.

Note:

Staff and clergy must also adhere to Safe Church Guidelines at all times. Staff and clergy must not be alone in a room with a person under the age of 18 – another adult must be present at all times.