

**ST. PAUL'S EPISCOPAL CHURCH**

**CANTON, OH**

**BUILDING USE POLICY**

**CHURCH & COMMUNITY GROUPS/INDIVIDUALS**

St. Paul's Episcopal Church Canton, has been an integral part of the downtown area for more than 150 years as a center of worship, community, music, reflection, restoration, rejuvenation and outreach. Our facilities are primarily for church related or church initiated meetings or events. However, as a radically welcoming place, when circumstances permit and it is otherwise appropriate, we are delighted to offer our facilities to individuals and groups committed to bettering our relationship with God and with our community.

The following policy has been developed to ensure the best experience for our church and those using our space.

**TERMS**

The following terms are used throughout this policy.

St. Paul's - St. Paul's Episcopal Church, 425 Cleveland Avenue SW, Canton, OH 44702

Member in good standing - People on our church registry who have made a financial pledge or who have regularly given to St. Paul's in the preceding or current calendar year and have communed at least three times in the current calendar year.

Non-member – Any person(s) not meeting the requirements of 'member'. Categories of non-members include:

- Individuals – A single person or informal small groups/organizations
- Not for profits – An organization with 501c3 status and/or as designated by the State of Ohio
- Partners – Individuals or groups with "co-use" usage requirements requiring a separate, negotiated agreement.

Single use – isolated event that will not be repeated.

Recurring use - the use of specific rooms/areas more than once a year for regularly scheduled programs or activities.

Co-use (nesting) - a long-term agreement with a set renewal frequency (e.g. every year) governing joint use of the facilities, equipment, grounds, etc.

User – Individual or group utilizing the facility.

Responsible Person - Individual signing the building use agreement.

**FACILITY**

Building use hours are 8:00 a.m. to 10:30 p.m. Evening events will be concluded, and the building closed by 10:30 p.m. unless special arrangements have been made.

Sanctuary (sacred space) - since its completion in 1923, has been a center of regular Episcopal services and worship activities and special concerts. It seats 370 (312 for the Nave, 48 for the

Choir Loft, and 10 for the balcony), has a balcony, a restored Skinner organ and a Steinway baby grand piano.

Guild Hall - seats up to 100, can be divided into two spaces and is adjacent to a full commercial kitchen. Contains tables and chairs and a large coffee maker. The room can accommodate projection screens and musical equipment.

Kitchen - a commercial quality food preparation area licensed by the Canton Health Department. Use of the kitchen requires specific approval and requirements dictated by the Health Department must be met.

Classrooms/small meeting rooms - numerous small rooms on various floors of the building

Library - Two room space including a small kitchenette with coffee maker.

Community room - a spacious area with its own coffee bar/kitchenette.

Parking lot and garden - can accommodate 24 vehicles (Mon-Sat), 54 vehicles (Sun.). Includes a small reflective garden. Additional parking is available adjacent to the church.

### **PROCEDURES**

An executed Building Use Agreement (Appendix A) is required for all individuals and groups who use the facility, whether they are a church member or non-member. The person signing the agreement is personally responsible for adherence to these and other church policies and in the event of any damage.

All decisions relating to the use of church property are vested in the Rector and Vestry. The Rector and Vestry must approve any exception, or waiver, to the policies stated herein. This means that the Rector and Vestry will consider all requests on an individual basis, and will have the final decision.

Meetings or activities must be scheduled at least two weeks in advance and marked on the church calendar, through the church office. A completed Building Use agreement along with all required fees must be submitted two weeks prior to the event.

### **USAGE EXPECTATIONS**

#### **CARE OF FACILITY AND USE OF CHURCH PROPERTY**

User groups will be responsible for leaving the facilities in a condition that is appropriate and favorable to the next using group. For example, all furniture and equipment must be returned in its customary position, all equipment left in clean condition and put away as necessary, floors swept and wastebaskets emptied into the outside commercial trash bin.

The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.

No facilities, equipment, furniture, or other items shall be added, modified, loaned out, moved, or removed without prior approval from the Rector of St. Paul's.

At no time shall equipment or facilities other than those covered by prior approval be used. The use of the sound system, organ, piano, timpani, and any other musical instruments is permitted only under the supervision of persons authorized by the Music Director of St. Paul's. If a group has a long-term agreement for the use of the church facilities, arrangements may be made for training select individuals. Only after proper training and certification by letter will select individuals be authorized to operate the sound system and musical instruments.

All children on church property must be under adult supervision.

### **FACILITY ACCESS & CLOSING UP**

User groups with a long-term, co-use agreement will be given training by the St. Paul's Property Committee on how to properly open, close, and secure the facilities. Also, after training, long term users will be given access codes for the alarm system.

### **EMERGENCY CONTACTS IN EVENT OF DAMAGE/ACCIDENT ETC.**

On the day of the event, the church office will coordinate facility access directly with the User.

In the event that an accident occurs and church property is damaged in any way, it is the responsible person's responsibility to notify the emergency contact listed, immediately on the same day that the building is used.

In case of emergency, call the Senior Warden, Stephen Johnson @ 603-381-5296. If you cannot reach him then call custodian Paul Schmucker Jr. @ 330-354-4992.

### **LIABILITY INSURANCE AGREEMENT**

Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against St. Paul's, as a result of the use of church facilities according to this application. The applicant and the individuals executing this application shall indemnify and hold harmless St. Paul's and its Rector, vestry, clergy, officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents according to this application. Further, the user group will provide a certificate of liability insurance in favor of St. Paul's in the amount of at least \$1,000,000.

### **THIRD PARTY PROPERTY BROUGHT INTO THE FACILITY**

User groups are responsible for any items they bring into the church along with their subsequent removal when finished using the facilities. Any decorations used must be flameproof. No items shall be attached to fixed portions of the facilities without specific approval in writing. The church and parish hall may not be permanently decorated using any signs, symbols, etc., except as specifically approved by the Rector of St. Paul's. Floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way.

### **RESTRICTIONS**

#### **CHARGING OF FEES**

Unless specific exception to this rule has been granted in writing by the Rector of St. Paul's, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:

- a) Church use fees.
- b) Expenses for instructional materials.
- c) Dues or assessments to meet group operating expenses.

## **SMOKING, ILLEGAL SUBSTANCES, FIREARMS & ALCOHOL**

Alcohol or any alcoholic beverage may not be consumed or served by anyone on Church property, without the written permission of the Rector.

User group are prohibited from using (or possessing) non-physician-prescribed drugs on church property.

Smoking is prohibited inside any church building or within 50 feet of any facility entrance.

Firearms are not permitted on church property except for those in the possession of proper law enforcement officers in the performance of their duties.

## **NO NAKED FLAMES**

Any items that produce a naked flame are prohibited. E.g. lighted candles, oil lamps etc.

## **USE OF ALTARS/CONSECRATED SPACE**

In general, the Church and Sanctuary are not available for use unless approved by the Rector, or his designee. If permission to use the Church and Sanctuary is obtained, the following guidelines apply:

- a. The Sanctuary of the church is a holy place, consecrated to the worship of Almighty God. Therefore, the Church and Sanctuary must be respected at all times and for all uses.
- b. Nothing in the Sanctuary may be moved from its location without permission from the Rector.
- c. Neither food nor drinks are allowed in the Sanctuary.
- d. The altar tables are never to be used as an ordinary table. Nothing may be placed upon them or removed from them.

## **FEES**

### **Members**

For members of St. Paul's in good standing, fees are waived; however, donations are appreciated.

### **Non-Members**

Guildhall, Community Room and Sanctuary - Rate is \$250 for the first 6 hours which includes one hour for set up, 4 hours for the event and one hour for cleanup. Additional time is charged at \$50/hour.

Classrooms and Library - Rate is \$100 for the first 6 hours which includes one hour for set up, 4 hours for the event and one hour for cleanup. Additional time is charged at \$25/hour.

Kitchen use. If a User is approved for use of the kitchen there are two additional charges. \$25 for the sanitizing of the kitchen following the event and a further \$25/hour for a certified person to be present at all times during kitchen usage. If the User can provide their own certified person then this charge can be waived.

Cloth tablecloths and napkins in a variety of colors are available for use at the cost of \$12/per cloth \$1/napkin to cover laundering and wear and tear.

Regarding the disposal of trash, renter shall have use of the Church's trash removal service at no charge. All trash must be bagged and removed to the trash bin outdoors before vacating the building.

A \$250 security deposit is required at the time the reservation is confirmed in the form of a check made out to St Paul's and will be returned uncashed after the event if no damage is done.

**Not-for-Profits (E.g. NA, AA)**

Fees are waived; however, donations are appreciated.

**Partners**

Fees negotiated separately and covered in specific agreement

**PAYMENT**

All persons/groups approved for the use of church facilities are required to pay applicable fees, as stated in this policy package. Any discount or waiver granted represents an assumption of these fees by St. Paul's, in support of the activities of the user groups. Fees must be submitted at least two weeks prior to the event.

**VIOLATIONS OF THIS POLICY**

Any User found to be in violation of any of these policies will be notified in writing within seven (7) days of the date that the violation occurred. This letter will state the violation and any costs incurred. Any future scheduled uses of the facility will be cancelled until the violations have been fully resolved, including but not limited to payment for services required.

The User will have fourteen (14) days to address the violations in writing to the person stated within the letter as the contact.

If a dispute still remains, then a meeting will be called with the Rector, Senior Warden and other Vestry members as appropriate along with the User's responsible person.

If an agreement cannot be reached, then all future scheduled building use events will be cancelled indefinitely and no future use requests will be approved.

**APPENDIX A**

**ST. PAUL'S EPISCOPAL CHURCH**

**CANTON, OH**

**Building Use Agreement**

Date: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Printed Name of Person Responsible: \_\_\_\_\_

Signature of Person Responsible: \_\_\_\_\_

Insurance Company & General Liability Policy #: \_\_\_\_\_  
(Current certificate must be attached)

Day Time Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) and Time(s) Requested: \_\_\_\_\_

Facilities Required:    Guild Hall    Kitchen    Community Room    Library  
   Classrooms    Sanctuary    Other \_\_\_\_\_

One-Time Use:    Yes \_\_\_\_\_    No \_\_\_\_\_

Periodic Use:    Yes \_\_\_\_\_    No \_\_\_\_\_

Other Church Property Requested: \_\_\_\_\_

Set-Up Required:    Yes \_\_\_\_\_    No \_\_\_\_\_

Key(s) signed out:    Yes \_\_\_\_\_    No \_\_\_\_\_    Date: \_\_\_\_\_    Initials: \_\_\_\_\_

Fees Paid:    Yes \_\_\_\_\_    No \_\_\_\_\_    Date: \_\_\_\_\_    Initials: \_\_\_\_\_