

# The Episcopal Church of the Holy Family, Mills River, NC

## Facility Usage Policy

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**I. Purpose** – the physical plant and property of Church of the Holy Family is a valuable asset, to be used for furthering God’s plan and purpose, as defined in our statement of Mission. Usage of these facilities is routinely scheduled to meet the needs of the various organized ministries of the church.

We open our facilities to other believers and for programs that may supplement the ministries of the church. We also make our facilities available for community activities. We do so to provide a service to the community, and to encourage people to view Church of the Holy Family as a place where people care.

The leadership of Church of Holy Family is responsible for approving building and property usage, under the terms of this Facilities Usage Policy. All comments and questions should be directed to [secretary@ourholysfamily.org](mailto:secretary@ourholysfamily.org) or the church office at 828-891-9375.

The purpose of this Facility Usage Policy (the “Policy”) is to set guidelines for usage by a User for of the Church Facilities (with User and Church Facilities as defined herein).

**II. Policies** - The following policies apply to the use Church of the Holy Family facilities:

1. The primary purpose of the church facilities is for the organized ministries of the church.
2. Biblical principles and standards of conduct govern the use of church facilities. Activities that conflict with the moral or doctrinal position of the church are not permitted.
3. Programs held at Church of the Holy Family are to be consistent with the values of the church. Church staff has discretion over the appropriateness of content for such programs.
4. All religious functions held at Church of the Holy Family are subject to Canon III.9.6(a) of in the Constitution and Canons of the Episcopal Church USA which states: The Rector or Priest-in-Charge shall have full authority and responsibility for the conduct of the worship and the spiritual jurisdiction of the Parish, subject to the Rubrics of the Book of Common Prayer, the Constitution and Canons of this Church, and the pastoral direction of the Bishop.
5. As such, weddings held at Church of the Holy Family are subject to Canons 18 & 19 in the Constitution and Canons of the Episcopal Church USA. Please see Church of the Holy Family’s separate marriage customary for details. All weddings are scheduled directly through the Rector or Priest in Charge.
6. Likewise, funerals and memorial services are scheduled directly through the Rector or Priest in Charge, and follow the rubrics of the Book of Common Prayer. Please see Church of the Holy Family’s separate funeral customary for details.
7. Visiting clergy and ministers may officiate and participate in services at Church of the Holy Family only with approval and invitation by the Rector or Priest in Charge.
8. It is our custom to allow usage by groups which serve our local community, for the purpose of building connections with them. Approval for use of church facilities by outside groups will normally be confined to non-profit groups which are service-oriented or community-type groups. Private clubs, professional groups, political and activist groups will not normally be granted permission to use church facilities even if non-profit. For-profit or other organizations which are commercial in nature will not normally be granted permission to use church facilities. All outside groups which use church facilities must designate a responsible representative.

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9. Personal usage by regular attendees of the worship services of Church of the Holy Family is permitted (for birthday parties, anniversaries, etc.) on a not-to-interfere-basis with other uses.
10. It is not our normal practice to approve personal usage by persons who are not members of Church of the Holy Family.
11. Event spaces will be reserved on a first-come first-serve basis in accordance with the priorities established herein, which church programs taking precedence in every case. Church of the Holy Family reserves the right to keep space unoccupied. Availability on the church calendar does not guarantee approval. Functions of a celebratory nature will not normally be approved during the season of Lent, in accordance with church custom. Use of church facilities is assigned priority in the following order:
  - a. Activities which are congregational in nature.
  - b. Activities of groups which are part of the congregation.
  - c. Activities of outside groups which include a member or members of the congregation.
  - d. Activities of outside groups which have no relation to the congregation.
12. There may be occasions when an activity will need to be rescheduled because of an unscheduled service, e.g., memorial, or funeral service.
13. Users of Church of the Holy Family are to respect our faith. Groups separate from the church which use our facilities should not obstruct or remove from sight any material that expresses our mission or beliefs. Any group or individual (the “User”) requesting use of The Episcopal Church of the Holy Family Church (the “Church” or “Church Facilities”) must be in keeping with the doctrine and beliefs of our Church and the Diocese of Western North Carolina.

**III. Guidelines for Use of Facilities** - Requests must be made in writing to the church office, using a *Facility Usage Application*. This includes the use of any part of church property, including all buildings and grounds. Acceptance of a request form by Church of the Holy Family does not constitute approval; every effort is made to evaluate schedule and other impacts promptly, and to determine whether an activity is approved or denied.

### Guidelines for Use of Church Facilities

- 1) **Church Facilities** available consist of the following:

Sanctuary/Parish Hall
Kitchen (includes use of refrigerator, microwave, dishwasher, oven/stove, and coffee pots)
Nursery
Annex meeting space
Field, pavilion, and playground
Parking lot only
Church restrooms

- 2) **Scheduling** – Date and time of all facility use must be scheduled with the church

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office for placement on the church calendar. Facilities may be reserved up to a year in advance for church-related purposes. Outside groups may reserve space up to a year in advance with a tentative status; at 6 months out, event will be locked in if there are no conflicting parish events (which will take precedence). In the event of a conflict, Church of the Holy Family reserves the right to cancel, postpone or move any function if it is anticipated that it will interfere with worship service or any special functions.

- 3) **Rental time period** - Includes all setup and cleanup and generally is no more than five hours. You must be clear about this time period with our church administrator and on the User application.
- 4) **Alcohol use** - If the User going to serve alcohol at the Church Facilities, it must be noted on the User application. No alcoholic beverage may be sold on the Church Facilities. The User agrees to follow the policy regarding alcohol use by the Diocese of Western North Carolina which includes, but is not limited to:
  1. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
  2. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served, a certified server is required.
  3. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
  4. Alcoholic and non-alcoholic beverages must be clearly labeled as such.
  5. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
  6. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g., “wine and cheese reception,” “cocktail party,” and “beer and wine tasting.”
  7. Food must be served when alcohol is present.
  8. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.  
([https://www.diocesewnc.org/\\_files/ugd/ode39d\\_810eb8fd76944cd8b72317efad4fb960.pdf](https://www.diocesewnc.org/_files/ugd/ode39d_810eb8fd76944cd8b72317efad4fb960.pdf))
- 5) **Smoking Policy** – The Church Facilities are classified as a smoke-free zone. There shall be no smoking on the Church Facilities.
- 6) Members of the User group will not go into areas of the building other than those which the agreement covers.
- 7) Children shall be under adult supervision at all times, within the approved area of use.
- 8) The main room of Church of the Holy Family serves as both a parish hall and our

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sanctuary. As a sanctuary, it has been consecrated as a sacred space and will be treated accordingly. The Altar shall not be used for any purpose. Crosses, wall hangings, and liturgical furnishings of any type shall not be removed or covered.

- 9) Moving of any existing furniture must be pre-approved by the church office. Chairs may be moved, if they are carefully returned to their original positions. The church's folding tables may be used. All equipment and furnishings that are moved shall be returned to their proper places, following use of space.
- 10) **Audio Visual equipment** use will only be permitted for those events where a Church of the Holy Family authorized user will be present. Such will be subject to availability.
- 11) **Storage** of materials by Users who meet regularly is NOT permitted. Specific needs should be indicated in application and may be considered.
- 12) If you wish to have the thermostat(s) adjusted during regular church business hours, please let the office know and we will be happy to make the adjustments for you. If your event is after hours, please make arrangements with the Church administrator to have the thermostat set before your arrival.
- 13) **Displays and indoor decorations** should be limited to those that are free standing or can be placed on tables or bulletin boards. No hanging, taping, stapling, tacking, or gluing of any materials on the interior or exterior walls of the buildings will be permitted. For wedding events, no rice, birdseed, glitter, confetti, liquid string, flower petals, etc., or other objects may not be used and/or thrown in or on the premises.
- 14) If a key is needed for Church access, arrangements must be made in advance through the Church administrator who will contact our Junior Warden. A Church key shall not be duplicated. If the User is issued a key, the User shall return said key to the Church in order to receive any User Deposit.
- 15) Groups using any area will be responsible for leaving it clean and in the same condition in which it was found, including trash disposal. The trash containers adjacent to the Church's Annex may be used for this purpose. If such area is not left as it was found, an additional fee will be incurred and will be deducted from the security deposit. The fee schedule will apply to all events for proper clean-up upon the conclusion of activities on the premises.
- 16) The designated representative is responsible for locking building, turning off lights and any electrical appliances. If there is any damage to the Church Facilities, the User shall immediately notify the Church.
- 17) All events must conclude by 10:00 p.m. due to neighboring residential properties.
- 18) No loitering in the parking areas or grounds before or after an event will be permitted. The premises must be vacated promptly at the conclusion of an event.
- 19) **Parking** for all events will be permitted in the designated areas. Security is not provided for our lot, nor is Church of the Holy Family responsible for any losses/damage that may occur from any vehicle parked on church grounds.

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- 20) The User shall maintain **general liability insurance** with a limit of liability of one million dollars (\$1,000,000) with an insurance company licensed and approved to do business in the State of North Carolina with the Church named on said policy as an Additional Insured. The User shall provide the Church with an ACORD formatted Certificate of Insurance.
- 21) To the fullest extent permitted by law, **the User shall assume all liability** associated with the User's proposed use of the Church Facilities **and shall indemnify, protect, save and hold harmless** the Church, their assigns, their members, employees, agents, officers and directors and anyone else acting for or on behalf of the Church from and against any and all liabilities (including but not limited to liabilities arising out of the application of the doctrine of strict liability), obligations, losses, damages, penalties, claims, actions, suites, judgments, costs, expenses, and disbursements whether any of the forgoing be founded or unfounded of whatsoever kind and nature and whether or not involving damage to the Church Facilities that maybe imposed on, suffered or incurred by or asserted against the Church.
- 22) **Rental fees** will apply for any use of Church Facilities. See the fee schedule below for details. The balance of the rental fee is due one week prior to the event. Failure to pay within the allotted time before the event will result in a loss of funds paid to date and cancellation of the reservation.
- 23) Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on church property.
- 24) Any policies that are not followed will result in forfeiture of security deposit.
- 25) Any **damage** to facilities, furnishings, grounds or equipment will be repaired at the expense of the using organization/person. Such expenses will be deducted from the security deposit. Overages above the security deposit will be billed to the responsible party of the group and excesses, if any, will be refunded within one month after the conclusion of the event. If no damages are found, the full amount of the security deposit will be refunded.
- 26) **Accidents** affecting persons or property must be reported immediately to the church office.
- 27) The Rector or Priest in Charge and Vestry of the Church reserve the right to modify, add or exempt provisions of this policy for specific events or individuals at any time.

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### Schedule of Fees

1) The following User Fees shall apply:

#### Categories:

**Group A** – Any group or ministry team established by Church of the Holy Family that is accountable to one of our ministry areas.

**Group B** – Members who schedule private events. Members are defined as regularly attending worshippers known to the clergy and contributors of record for at least one year before inquiry about a date for an event.

Additionally:

- Member contact info has been received,
- Member has made donation to the church by check or pledge,
- Member is known to clergy by contribution of time and talent.

**Group C** – External organizations.

Facility	Group A	Group B	Group C
Sanctuary/Parish Hall (includes use of restrooms and parking lot)	No fee	\$50 for a period of 1 hours to 5 hours \$50 refundable security deposit	\$200 for a period of 1 hours to 5 hours \$100 refundable security deposit
Kitchen (includes use of restrooms and parking lot)	No fee	\$50 for a period of 1 hours to 5 hours \$50 refundable security deposit	\$100 for a period of 1 hours to 5 hours \$100 refundable security deposit
Nursery (only when combined with use of sanctuary/parish hall, and/or kitchen)	No fee	\$25	\$50
Cleaning fee when sanctuary, kitchen and/or nursery is used	No fee	\$85	\$85
Annex (includes use of parking lot; does not include use of restrooms, see separate restroom fee below)	No fee	\$30 for a period of 1 hours to 5 hours \$50 refundable security deposit	\$75 for a period of 1 hours to 5 hours \$50 refundable security deposit

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Field, pavilion, and playground (includes use of parking lot; does not include use of restroom, see separate restroom fee below)	No fee	\$50 for a period of 1 hours to 5 hours \$50 refundable security deposit	\$75 for a period of 1 hours to 5 hours \$50 refundable security deposit
Parking lot only	No fee	\$20 for a period of 1 hours to 5 hours	\$75 for a period of 1 hours to 5 hours
Church restrooms (when combined with use of outdoor space, and/or the Annex; includes cleaning fee)	No fee	\$85	\$85

- 2) The cleaning fee covers deep cleaning of the facilities including the restrooms by the Church custodian. Users agree to return the Church Facilities in the same condition in which it was found, including basic cleaning and trash disposal.
- 3) Use of the Church's Audio Visual Equipment is not permitted UNLESS it is arranged at a rate of \$175. Audio Visual equipment is offered only if a Church of the Holy Family authorized operator is available to be present during the User's event. User shall not operate the Church's Audio/Visual Equipment.
- 4) The total amount of the security deposit must be paid in full at the time of Facility Usage Agreement signing.
- 5) Non-profit organizations may use the Church Facilities at no charge (contributions are encouraged) ONLY if approved by the Vestry. Space availability and clearance with Church administrator must be followed.

*End of Policy*