

Use of Our Savior Episcopal Church Facilities

This policy governs use of Our Savior Episcopal Church (OSEC) facilities. Subject to approval of the rector, individuals or groups (whether parishioners or outside groups or individuals) wishing to use OSEC facilities are expected to adhere to these policies. Both parishioners and non-parishioners who rent OSEC facilities are herewith known as Clients.

OSEC Facility Reservation

- To reserve OSEC facilities, please contact the church office
 - Non-parishioners and parishioners using the parish facilities must sign a contract indicating their understanding and willingness to comply with building usage policies and pay a rental deposit to cover cleaning and damages to the property if any.

Rental Fees and Deposit

- The Client will be charged a rental fee according to a facility rental rate schedule.
- A rental deposit is required and due upon reservation of a facility.
- The rental deposit will be refunded after the completion of the event and if the facility is returned undamaged and cleaned as determined by the Junior Warden and Building Committee Chair.
- **The rental deposit is non-refundable if the Client cancels the reservation.**
- The vestry will review and approve OSEC's facility rental rate schedule annually.

Rules on Facility Usage

- Return the space you are using to its original condition.
- No signs which penetrate the ground are permitted on the church lawn due to the underground watering system.
- If you are decorating the parish hall
 - All floral arrangements must be pest free and removed at the end of the event.
 - Only freestanding decorations are allowed. Nothing may be hung, taped, glued or otherwise affixed to walls, trim or ceiling.
 - All rental equipment, decorations or personal property of the renter must be broken down and removed immediately after the event. Nothing can be stored in the parish hall after the event.
- Do not change the thermostats. If your group meets regularly in the same space, and you want the thermostat adjusted to meet your group needs, contact the Chair of the Building Committee or the Junior Warden for assistance.

- If food is being served at your event, please remove ALL remaining food and trash from the building before leaving.
- Wine and/or beer may be served; no distilled beverages may be served. All alcohol served must be served by an adult who is not drinking. At any event where alcohol is served, non-alcoholic beverages must also be served, as well as food.
- At the conclusion of your meeting or group event, please turn off the lights, make sure to lock all doors, and take all trash out to the dumpster and be sure to lock the gate to the dumpster fence when you are finished.
- If you notice a problem or have concerns about any of OSEC facilities please contact the Chair of the Building Committee or the Junior Warden.

Kitchen Etiquette

- At the conclusion of your event, please
 - Clean all dishes used and return them to the proper cabinet/drawer.
 - Ensure that all individuals assisting you with the event take home any food, serving items or kitchen equipment they brought.
 - Clean all counters, sweep the floor, clean up any spills on the floor.
 - Remove all leftovers—do NOT leave **any** food behind in the refrigerator.
 - Put things back where they came from.
- Do not pour any oil or grease down the drains.
- When placing items in the refrigerator, make sure that 3” of space is left cleared at the rear of the refrigerator to allow for proper ventilation.

Parish Events/Ministries

- If your group has sole use of a space, and you wish to paint the space, contact the Chair of the Building Committee or the Junior Warden for approval.
- If you are leaving a ministry position, and no longer need access to OSEC facilities, return your keys to the church office.
- To hang or post items on the walls in classrooms, use command strips or teacher’s putty. Do not use tape, cup hangers, glue, pushpins, or other hanging devices. Please do not hang items from ceilings. No items may be affixed to the walls in the parish hall (see above) or in the front meeting room in Stuart Hall.
- Keep the hallway at the rear of Stuart Hall clear at all times.

Rental Rates

The rental rates below are for one-time use of the Parish Hall and kitchen. Other spaces may be rented for one-time or recurring uses, or the Parish Hall/Kitchen may be rented for recurring use by outside groups. In such cases, the Rector, with the assistance of the Junior Warden, will determine an appropriate rental rate.

Deposit	\$250
Rental (Non-Parishioners)	\$500
Rental (OSEC Parishioners)	\$250