Building Use Policy for Non-Parish Events St. David's Episcopal Church

Location:

Mailing Address

Corner of State Roads 45 & 135 In Bean Blossom, Indiana P O Box 1798 Nashville, IN 47448

Contact Numbers:

St. David's Church: 812-988-1038 Priest: -----Senior Warden: 812-320-0424

Why do we make our meeting rooms available to the community?

The people of St. David's Episcopal Church try to use our resources in ways that are accountable to our mission statement, To do and be the gospel in the world. We believe that, because we're stewards of God's blessings, we should care for our buildings to the best of our abilities and share them with the community.

Who may hold events at Saint David's?

- We seek to share our building with organizations and groups that are not-for-profit and contribute to the betterment of our community.
- A **non-parish event** is one in which St. David's parishioners do not make up the majority of the membership of the group involved. The occasion of the use for which this policy is directed is "occasional" use as opposed to "regular" use.
- This policy is not considered to apply to self-help groups or small groups which meet regularly here.
- All requests for use must be approved by the Priest or Wardens, who maintain the scheduling calendar.
- St. David's Episcopal Church does not discriminate on the basis of gender, race, ethnic origin or sexual orientation. We do not make our facilities available to groups that are not in support of this standard.
- If a question should arise as to the character or purpose of any group requesting use of our facilities, the Baptismal Promises contained in the Book of Common Prayer will be the basis for our decision concerning that group's eligibility. We are committed to striving for justice and peace among all people and to respecting the dignity of every human being.

What does it cost?

At this time St. David's is not requesting fees for use of our facilities but we gladly accept donations. Donations will be used for the ministries of this faith community, for the Episcopal Church in Indiana, and for the needs of our neighbors here in Brown County and all over the world. We are a 501(c)3 organization and your contributions are tax-deductible. Checks can be made to St. David's Episcopal Church and given to the Priest or Wardens.

Spaces Available for Non-Parish Events

Please note that all of our buildings and public areas are wheelchair-accessible.

The Main Church Building:

The Gathering Place

The Gathering Place, in the main church building, is comprised of two spaces, which can be divided by a folding wall. The back of the room opens on to a deck facing the woods. The combined spaces can accommodate approximately 80-100 people. Arrangements for using the kitchen must be made separately. There are men's and women's restrooms adjacent to the larger space. Use of the Gathering Place does not include use of the kitchen except by advance arrangement and agreement to the Kitchen Use Policy.

The Kitchen

Located in the main building, the Kitchen has three ovens, a stovetop with four burners, a microwave, refrigerator, two dishwashers, silverware and dishes, and a limited number of cooking utensils. There is a service hatch from the Kitchen to the Gathering Space. Use of the Gathering Place does not include use of the kitchen except by advance arrangement and agreement to the Kitchen Use Policy. Food and coffee stored in the kitchen are for parish events only.

The Nave

The Nave seats about 100 people and is appropriate for concerts, plays, and readings. For events that are open to the public, we require that your group take steps to avoid overcrowding. No food or beverages are allowed in the Nave. Use of the Organ is not included in the Nave rental; if you wish to use the Organ you must make arrangements with the Director of Music. If you anticipate that you will need to move furnishings in the Nave, please discuss this in advance with the Priest or Wardens.

Ackerman Parish Hall

Ackerman Hall includes a 15 foot by 25 foot meeting room set up with four tables and 20 chairs. A kitchenette and a unisex restroom are located in the same building.

Rules for Non-Parish Events at St. David's Episcopal Church

- 1. The building is not available between 11 PM and 6 AM.
- 2. The code for the door may be obtained from the Priest or Wardens before the event. The code is to be used by authorized persons only. Please do not leave the building unlocked when no one is in it.
- 3. Tobacco use is not permitted in any building or on the grounds.
- 4. Firearms and personal weapons of any kind are not permitted in any buildings or on the grounds unless carried by officers of the law.
- 5. Illegal drugs are not permitted in any buildings or on the grounds.
- 6. We have specific limits on the use of alcoholic beverages in church buildings or on the grounds. Please read and sign the last page on use of alcoholic beverages.
- 7. You agree to indemnify and hold harmless St. David's Episcopal Church from any expense, claim, or liability arising from your use of our building.
- 8. The sound equipment is available for use only with the approval of the Worship and Music coordinator.
- 9. In accord with Canon 23, Section 5 of the Constitution and Canons of the Episcopal Diocese of Indianapolis, St. David's Episcopal Church does not discriminate on the basis of gender, race, ethnic origin or sexual orientation. We do not make our facilities available to groups that are not in support of this standard.

Kitchen Use Policy

A contact person should be assigned for your group to assure the facility is clean and to go over the checklist when the event is over. Please refer to the Parish Life Instruction File box on the kitchen counter for more information concerning operation and use of the kitchen.

- 1. All surfaces, i.e. counters, sinks, stove, floor, etc. need to be clean and free of debris.
- 2. All leftovers need to be removed from the premises, including those in the refrigerator.
- 3. If the oven or microwave are used, they should be cleaned.
- 4. All the kitchen sinks should be cleaned.
- 5. Spills in the refrigerator should be cleaned up and leftovers removed.
- 6. Any utensils, pots, coffee makers, trays, dishes, etc. should be cleaned and returned, dry, to their original location or can be left clean in the dishwasher.
- 7. Do not put coffee grounds down the garbage disposal.
- 8. Please place glass, plastic and aluminum in the recycling bins that are located in the hall between the kitchen and women's washroom.

___ for _____

9. Food and coffee stored in the kitchen are for parish use only.

I understand and agree to abide by the rules and kitchen use policy.

Signature

date

Organization