

CHRIST CHURCH CHRISTIANA HUNDRED POLICY FOR USE OF PARISH CENTER FACILITIES

OBJECTIVE

While the Christ Church Parish Center is primarily for the program purposes of Christ Church, the facilities are available to the community as described in the following policy. This policy recognizes that our church is a House of God and is to be treated with dignity and respect and used in a manner consistent with the mission goals of the church.

AVAILABLE FACILITIES

Parish House:

- Chapel*
- Commons Room
- Multifunction Meeting Rooms
 - Configuration A (one unit)
 - Configuration B (two units)
 - Configuration C (three units)
- Lower Level Classrooms (3)**
- Lower Level Nursery**
- Main Floor Classrooms (3)**
- Upper Level New Addition
 - Classrooms (4)
 - Conference Room

Other:

- Church Sanctuary*

*Requires specific consent of the Rector or designee

**Normally reserved for Christ Church programs

Facilities are available Monday through Friday from 8 AM until 9 PM and on Saturdays until 12 PM unless special arrangements are made with at least four weeks advance notice. The facilities are reserved on Sundays for Christ Church programs and events and regular events of groups sponsored by Christ Church.

PURPOSE AND PRIORITY OF USE

Facilities are available for a variety of purposes including weddings, funerals, receptions, lectures, and meetings of community and service groups. Specifically excluded are groups with a partisan political purpose, those with a “commercial” or service-for-fee use, or groups using the facility for private social purposes (dinner, dances, etc.). Finally, any group using the facilities must not have a program or purpose that in any way conflicts with the Baptismal Covenant, which states that we “strive for justice and peace among all people and respect the dignity of every human being.”

Approval for use will be in the following order of preference:

1. Regular and recurring Christ Church programs and events
2. Special, non-recurring Christ Church programs and events
3. Weddings, funerals, baptisms, and other religious services for individual members of Christ Church
4. Regular and recurring programs and events of community groups sponsored by or supported by Christ Church
5. Receptions and special events related to weddings, funerals, and other religious services for individual members of Christ Church
6. Diocesan special programs and events
7. Special, non-recurring events of community groups sponsored by or supported by Christ Church
8. Special, non-recurring events of other community groups

ADMINISTRATION

The Facilities Administrator (FA), designated by the Rector, handles administration of church facilities within this framework of policies and procedures. Application for use is arranged in writing through the parish office using a form specified by the FA. When possible, applications should be submitted at least four weeks prior to the intended event. Completed reservation confirmation forms (along with payment) should be returned within 10 days of the date of application. Activities will be placed on the church calendar when approved by the FA. However, in every case, the judgment of the Rector or designee shall be final with respect to use of parish facilities.

Room setup and needed equipment will be arranged at the time of the request and accomplished by the sextons/church staff at the time of the event.

Reimbursement for use of Christ Church facilities for other than Christ Church programs and events will be in accordance with the attached schedule of fees. Exceptions to this schedule may be made at the discretion of the Rector or designee.

RESTRICTIONS

The following restrictions apply to use of Christ Church facilities in addition to the specific exclusions as to type of group and use stated previously.

1. Use of the church sanctuary and chapel is only with specific consent of the Rector or designee.
2. Use of the organs, pianos, and other musical instruments is only with written permission of the Organist/Choir Director.
3. The Facilities Administrator (FA) must approve movement of furniture or equipment.
4. The FA must approve any use of audio-visual equipment. A fee may be charged depending on the type of equipment used.
5. Videotaping of any program in the church is provided by AOV Productions. A fee will be charged for this service.
6. Community groups other than those supported or sponsored by Christ Church may not serve alcoholic beverages of any kind. Christ Church-sponsored groups may serve wine, beer, or champagne along with alternative non-alcoholic beverages. (See attached Alcohol Policy.)

7. The FA must approve flowers/decorative arrangements.
8. The FA must specifically approve the use of candles or any other flammable devices in church facilities.
9. In the case of wedding receptions, arrangements and plans for decoration must be coordinated with the FA at least one month prior to the reception. Caterers are responsible for preparing the space and cleaning up afterwards.

KITCHEN USE AND FOOD SERVICE

Use of the kitchen and food service facilities is limited to Christ Church programs and events with the following exceptions:

1. Receptions and special events related to weddings, funerals, and other religious services for individual members of Christ Church
2. Meetings and events of community groups sponsored by or supported by Christ Church
3. Diocesan events

Other provisions for use of the kitchen and food service facilities include:

1. Use of the kitchen facilities is limited to warming and serving food as opposed to cooking and/or other food preparation activities.
2. The FA must specifically schedule and approve arrangements for use of the kitchen and food service facilities. Use of an approved caterer may be required depending on the nature of use of the food service facilities. Caterers not familiar with the Christ Church facilities are encouraged to visit prior to the event.
3. Caterers and other contractors will be required to provide proof of insurance and enter a liability agreement with Christ Church.
4. A sexton will be assigned for room setup and cleanup for which an additional fee will be charged for other than Christ Church programs and events.
5. Church china, silverware, and cooking utensils are only available for Christ Church programs and events.
6. Organizations using the kitchen are responsible for providing all food and supplies.
7. Those using the food service area are expected to leave the area clean and ready for use by the next group. Trash is to be taken to the outside dumpsters.

WEDDINGS

Please contact the Rector regarding the scheduling of weddings at Christ Church and parish policies related to weddings.

FUNERALS

Please contact the Rector regarding the scheduling of funerals at Christ Church. Also see "Some Standards Regarding Funeral Services at Christ Church Christiana Hundred."

USE OF PARISH CENTER FACILITIES FEE SCHEDULE

<u>FACILITY</u>	<u>FEE</u>
Church Sanctuary	\$100.00
Chapel	\$100.00
Commons Room	\$ 60.00
Multifunction Meeting Rooms	\$100.00 per unit
All other rooms	\$ 50.00

SERVICE FEES (in addition to room fee)

Kitchen/Food Service	\$ 75.00 (plus custodial fee)
Room Setup/Cleanup/Custodian	\$ 15.00 per hour (3 hours minimum)
➤ for wedding receptions	\$250.00
➤ for funeral receptions (after hours*)	\$100.00
Coffee service (100-cup pot)	\$ 25.00
Tablecloths	\$ 10.00 each
Easels	\$ 10.00 each (free if pads are provided)
Audio-visual equipment	TBA
Security	TBA
Videotaping of program in the church	\$450.00

Above fees include use for up to four (4) hours. Additional fees may be required for longer periods at the discretion of the FA.

Facilities are available Monday through Friday from 8 AM until 9 PM and on Saturdays until 12 PM unless special arrangements are made with at least four weeks advance notice.

*After hours funeral receptions are those taking place at 4 PM or later on weekdays or at 12 PM or later on weekends.

The facilities are reserved on Sundays for Christ Church programs and events and regular events of groups sponsored by Christ Church.

CHRIST CHURCH ALCOHOL POLICY

The Episcopal Church does not endorse the idea that beverages containing alcohol should be prohibited among the adult members of a parish community. Scripture offers Jesus' example of the use and serving of wine in his first miracle at Cana and in the institution of the Holy Eucharist. The Church also supports and has a responsibility to those people who abstain from the use of alcoholic beverages. It is recognized that the responsible consumption of alcoholic beverages in the presence of minors can provide a good example for the young people of a parish. The use of any illegal, mood-altering substances is forbidden at all times.

The following is a policy adopted by the Vestry of Christ Church Christiana Hundred pertaining to the service of alcoholic beverages at fellowship functions where adults are present:

- Wine, beer, and champagne are the only acceptable beverages to be served. Spirits are prohibited.
- When serving alcohol, all applicable federal, state, and local laws shall be obeyed, with close attention being paid to the law restricting minors from drinking alcoholic beverages.
- Alcoholic beverages must be clearly labeled as such.
- When alcohol is being served, non-alcoholic alternatives must always be offered with equal attractiveness and accessibility and in equal amounts.
- The serving of alcoholic beverages on the premises of Christ Church Christiana Hundred should not be publicized as an attraction of the event (i.e. a wine tasting).
- Food must be served when alcohol is present. Alcoholic beverages should cease being served well before an event ends and while food remains out.
- Community groups other than those supported or sponsored by Christ Church Christiana Hundred may not serve alcoholic beverages of any kind.