**Covenant for Building Use at St. John’s Episcopal Church**

**Sandwich, MA**

* Since the cost of maintaining our physical plant is considerable, outside groups are requested to make donations in thanksgiving for use of space. Please see the attached fee schedule. All of the fees can be adjusted as ability and graciousness allow, in consultation with the rector. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)
* A group or organization desiring to use any church facility or equipment shall appoint a representative authorized to sign a use agreement and to be responsible to the vestry and the rector. \_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)
* Any group, except those directly affiliated with the church, using space for a public gathering, unless specifically excused from the requirement, shall have a sexton on duty and shall compensate that person at the minimum rate of $100 for three hours, and $25 per hour for any additional time required. The sexton will be responsible for the well-being of those involved and of the church, will set up tables and chairs and take them down, and assist in all other areas as needed. \_\_\_\_\_\_\_\_\_\_\_\_\_(initial)
* When it is agreed that a sexton is not required, the organization using the building shall follow the guidelines submitted upon the reservation of the space. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( initial) See next few bullets.
* **The organization or group using the building shall be responsible for the proper removal to the dumpster of all rubbish, garbage, and other litter incidental to the use of the designated space, and shall return said space to its original condition.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)**
* **All Sunday school classrooms are off limits and no furniture or chairs shall be moved from any classroom. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(initial)**
* Any outside group or organization using the building shall be responsible for the repair and/or replacement of any furnishings damaged as a result of its use. Such loss will be assessed by the church; costs will be submitted to the user for reimbursement.

\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)

* **All individuals must enter and leave through the door at the handicap ramp. There should be no entrance or exit through any other door. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)**
* **The organization using the building is required to turn off lights, secure and lock all doors before leaving. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)**
* **All persons involved in any organization’s activity must stay within their designated area except for access, egress or use of rest room.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial)**

Organization representative (print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

St. John’s representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Guidelines for Using the Kitchen at St. John’s Episcopal Church**

**Sandwich, MA**

Saint John’s Episcopal Church has created the following guidelines to insure that the kitchen is well kept. We ask that your organization adhere to these guidelines, so that we may establish and maintain beauty and order in our facilities, for the enjoyment of all.

Thank you!

1. Use of the kitchen is by permission only. Please make sure that the Church Office knows that you will be using the kitchen and include it in your use agreement, if you are an outside group.

2. If you are using a caterer, you will be asked to donate for the use of the kitchen. You are responsible for leaving the kitchen clean and tidy after the event in the same manner you would if using the kitchen yourselves. Additionally, Saint Barnabas must be notified at the time of your application if you are using a caterer.

3. Some pots and pans are available for use by church groups. If your group uses any of these items, please clean them after usage and return to appropriate storage areas.

4. The stove, kitchen appliances and dishwasher are not for public use, unless a representative of the organization has been trained by the Saint John’s kitchen designee.

5. If you use the refrigerator, please take any leftovers with you after your event.

6. If you use sinks, please do not leave dishes there to soak.

7. If you use counter surfaces, please clean afterwards.

8. Sweep and mop floors after using kitchen. The dry mop and broom and dust pan are in the closet in the kitchen.

9. If spills happen, do your best to clean up and then notify the church office, in case additional cleaning is required.

10. Remove all materials used by your group from the Parish Hall and kitchen at the conclusion of your event.

11. If you have any questions, please call the parish office at (508) 888- 2828.

**Fees for Use of the St. John’s Facilities**

At Saint John’s, our buildings, and the people who carry out ministry through them, are a gift from God. Because we believe that God cares about all people, in keeping with our ministry of outreach to the community, we invite local organizations to use our facilities. We do not wish to exclude access or cause concern to anyone. At the same time, we choose to set responsible standards so as to assure their upkeep and our ongoing mission. Because the rector and the vestry are responsible for making decisions about the events held within our parish, it is always appropriate to make any arrangements through the rector/vestry, who can be reached at the church office at (508) 888-2828.

**Building Room Fees:**

Parish Hall $150 for 3 hrs. ($40/hr. thereafter)

Parish Hall with Kitchen $200 for 3 hrs. ($50/hr. thereafter)

Undercroft (hall downstairs0 $125 for 3 hrs. ($25/hr. thereafter)

Church & Sanctuary To be discussed with the rector

St. John’s Episcopal Church Application for Building Use

This application and related covenant apply to regular and one-time building use.

*NOTE: Written acceptance of this application by the rector, or a person approved by the rector, and the signature of a person representing the group or committee organizing the event, establishes an agreement to use the facility according to our parish covenant. Until such an agreement is made, you have not reserved the building for your use.*

Application is for: ⬜ One-Time or ⬜ Repeated Use 🡪Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of People expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🡪 Children? \_\_\_\_\_\_\_ Youth? \_\_\_\_\_\_\_\_ Adults? \_\_\_\_\_\_\_\_\_

Facility to be Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_

If this application is for repeated use, please indicate day of week, time, and frequency (i.e., Thursday, 5 pm, every week):

DAY OF WEEK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FREQUENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |

Equipment needed: If you need to use any specific equipment that we may have available, please indicate here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⬜ I agree that my event is responsible for clean-up, disposing of trash, and cleaning the property; and if needed, there will be an additional clean-up charge.

**By signing this application form, I state that I have read the attached “Covenant for Building Use at St. John’s” and agree to abide by the covenant.**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE:**  Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | TOTAL COST |  | DEPOSIT |  | BALANCE |  | |

Building Use Form: 3.25.14