



St. Paul's Church | 58 Third Street, Troy, NY 12180 | 518.273.7351

FACILITIES USE POLICIES & FORMS PACKAGE

APPLICATION FOR USE OF CHURCH FACILITIES

Name of Group: _____

Date of Application: _____

Single Event Description of event: _____

Recurring use of specific rooms/areas for regularly scheduled program

Co-use of most/all church facilities (with terms to be determined)

Times Facilities Required: From: _____ (AM/PM) To: _____ (AM/PM)

Specific Date(s) Required: _____

Contact Person: _____ Phone #: _____

If there is a member of St. Paul's Church in Troy who is also a member of the applying group and who will accept responsibility for directing the proper use for the facilities, please note: _____

LIABILITY INSURANCE AGREEMENT

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against St. Paul's Church in Troy as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless St. Paul's Church in Troy and its Rector, vestry, clergy, officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application. Further, the user group will provide a certificate of liability insurance in favor of St. Paul's Church in Troy in the amount of at least \$1,000,000.

I(we) have read and agree to comply with the Liability Insurance Agreement as laid out above. I agree to provide a Certificate of Liability Insurance to St. Paul's.

I(we) have read and agree to comply with the Policies and Regulations Regarding Use of Church Facilities by Non-church Groups. (See attached document.)

*The term "non-church group" refers to any group not sponsored by or related to St. Paul's Church, Troy, NY

Print Name: _____ Signature of Applicant: _____

Address: _____ Phone#: _____

FOR OFFICE USE ONLY

Approved By: _____ Date of Approval: _____

Liability Insurance? Or Hold Harmless Agreement? _____

Working with Children? YES NO If Yes, has paperwork been submitted? _____

Rooms/areas to be used: _____ Donations/Fees Paid \$ _____

Note: Copy to be given to applicant after approval. Original application to be retained in the church files.



FACILITIES USE POLICIES & FORMS PACKAGE

POLICIES

Policies and Regulations for the Use of Church Facilities by Non-Church Groups

St. Paul's Church in Troy, NY is a member parish of the Diocese of Albany of the Episcopal Church, herein referred to as St. Paul's Church in Troy. We would like to make our property available for use by other groups in order to increase our outreach and ministry in service to God and our community. At the same time, it is necessary that the use of our facilities and equipment be in the best interest of our church. The purpose of this document is to establish standards for non-church group use of our facilities.

All non-church groups (any group not sponsored by or related to St. Paul's Church in Troy) that desires to use our facilities must confirm that they accept the terms herein specified. All required application forms must be completed and approved by the Rector of St. Paul's Church in Troy. Further, all key deposits, fees, etc., must be paid not less than two days before use of the facilities shall begin. An exception to this timeline is use of the facilities on a recurring or co-use basis, for which payment of fees is due on the 1st of each month. Payment of fees or donations for use of our facilities may be paid in cash or by check. If a check is used, it shall be made out to St. Paul's Church in Troy. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1st.

The Rector of St. Paul's Church in Troy reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest regarding property management, requirements for use of the facilities for church activities (*which shall always have priority*), and church relationships with governmental regulations.

Requests for use of the facilities and/or equipment are to be processed through the church office. Requests will be honored on a first-come, first-serve basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days, at which time any fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered firm and may be superseded. Regularly scheduled activities of St. Paul's Church in Troy have priority over all other requests.

TERMS

The terms "single event," "recurring use," and "co-use" are used throughout this policy package. "*Single event*" is defined as one event a year. "*Recurring use*" is defined as use of specific rooms/areas more than once a year for regularly scheduled programs or activities. "*Co-use*" is also referred to as "nesting." It is a long-term agreement, renewal every year, and is defined as joint use of the facilities, equipment, grounds, etc., between St. Paul's Church in Troy and another approved group. A separate agreement is required for co-use, in order to address details such as scheduling.

REGULATIONS

1. All persons and groups who desire to use the church facilities and/or equipment for purposes that are not church related must sign an agreement with St. Paul's Church in Troy. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment and/or any injuries which may occur.
2. The using group must be an organization whose purposes and activities contribute to the welfare of the parish. Further, the using group's practices and beliefs must be compatible with the practices and beliefs of St. Paul's Church in Troy.
3. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of this church.



FACILITIES USE POLICIES & FORMS PACKAGE

4. The using group also agrees that it and any and all of its members, principals, employees, independent contractors, agents, guests, visitors, and invitees will abide by any and all of the Canons of the Episcopal Diocese of Albany, as such Canons may be amended from time to time.
5. Unless specific exception to this rule has been granted in writing by the Rector of St. Paul's Church in Troy, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:
 - a) Church use fees.
 - b) Expenses for instructional materials.
 - c) Dues or assessments to meet group operating expenses.
6. Non-church groups are **prohibited from using (or possessing) alcoholic beverages and non-physician-prescribed drugs** on church property.
7. **Smoking is prohibited** inside any church building.
8. **Decorations** used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. The church and parish hall may not be permanently decorated using any signs, symbols, etc., except as specifically approved by the Rector of St. Paul's Church in Troy. However, floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities.
9. **Lighted candles** are not permitted.
10. **Building use hours** are 6:30 a.m. to 10p.m. Evening events will be concluded and the building closed by 10 p.m., unless special arrangements have been made.
11. User groups will be responsible for leaving the facilities in a condition that is appropriate and favorable to the next using group. For example, all furniture and equipment must be returned in its customary position, the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside commercial trash bin, etc.
12. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
13. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed without prior approval from the Rector of St. Paul's Church in Troy.
14. At no time shall equipment or facilities other than those covered by prior approval be used.
15. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
16. **Altars** may not be used for any other purpose. Special permission must be obtained for use of the Sanctuary of the church (the area East of the communion rail)
17. Use of the sound system, organ, piano, timpani and any other musical instruments is permitted only under the supervision of persons authorized by the Music Director of St. Paul's Church in Troy. If a group has a long-term agreement for use of the church facilities, arrangements may be made for training select individuals. Only after proper training and certification by letter will select individuals be authorized to operate the sound system and musical instruments.



FACILITIES USE POLICIES & FORMS PACKAGE

- 18. At the inception of the use of facilities, a key deposit of \$30 will be paid per key. When a group terminates use of the facilities and all keys are returned, all deposits paid for keys will be returned. If the user group fails to return keys, the deposit shall be kept and transferred into the church general funds.
- 19. User groups with a long-term, co-use agreement will be given training by the SPC Property Committee on how to properly open, close and secure the facilities. Also, after training, long-term users will be given access codes for the alarm system.
- 20. All children on church property must be under adult supervision.

FOR GROUPS WORKING WITH CHILDREN:

- 21. Officials, and supervisory personnel, of outside groups whose main purpose is to conduct events primarily for children are required to complete misconduct prevention training in order to use the church facilities. The outside group must provide proof of suitable training before scheduling events at the church.
 Does your group have Misconduct Prevention Policies and Procedures, and Mandatory Risk Management Training for you employees and volunteers? (circle one) **YES** **NO**
 - a) If YES, this document must be submitted to the Rector for review before the facility agreement can be signed.
 - b) If NO, and YOU INTEND TO INCLUDE CHILDREN in your event, the Rector can arrange for Internet based online training (for a fee) and a signed copy of St. Paul's Policies and Procedures for the Protection of Children and Youth agreement must be submitted from the applicant and each adult who will supervise children at the event.
- 22. Outside groups that subsequently begin to include children in their events must disclose that information in writing to the Rector two weeks prior to any event that includes children, and be subject to the above requirements for Code of Conduct Agreements.

FEES

All persons/groups approved for use of church facilities are required to pay applicable fees, as stated in this policy package. Any discount or waiver granted represents an assumption of these fees by St. Paul's Church in Troy in support of the activities of the user groups.

The church facility is available at no charge to members and their immediate families for funerals and family celebrations, such as anniversaries. However, a custodial fee is required from all users. Other fees, such as altar guild and sound technician fees, may be required. Requests for such usage should be made following the usual reservation procedures, as stated in this policy document.

All fees are for usage up to six (6) hours. After 6 hours, an additional fee of \$25 per hour is charged for use of the sanctuary, parish hall and garden. An additional fee of \$10 per hour is charged for all other rooms/services.

A \$100 deposit is required at the time the reservation is confirmed.

Current facility-use fees are stated in the "Worksheet for Assessing Facility-Use Fees," found in this package.

If further information or clarification is needed, individuals should contact the Rector at St. Paul's Church, Troy NY (518-273-7351).



FACILITIES USE POLICIES & FORMS PACKAGE

WORKSHEET FOR ASSESSING FACILITY-USE FEES

- “Single event” is one event a year. Includes tours.
- “Recurring use” is for specific rooms/areas more than once a year for regularly scheduled programs or activities.
- “Co-use” is for long-term, joint use of the facilities, equipment, and grounds between SPC and another approved group.

	<i>Single Event</i>	<i>Recurring Use (price per use)</i>	<i>Co-use</i>
<input type="checkbox"/> Sanctuary	\$200	\$200	<p>Total fee determined by size of group and frequency of use</p> <p>Co-use agreement allows use of all facilities, equipment, and grounds (except SPC office areas)</p> <p>Separate agreement required.</p>
<input type="checkbox"/> Guild House (first floor)	\$100	\$75	
<input type="checkbox"/> Guild House (second floor)	\$100	\$75	
<input type="checkbox"/> Garden	\$75	\$50	
<input type="checkbox"/> Sound Technician (optional)	\$50	\$50	
<input type="checkbox"/> Kitchen	\$40	\$30	
<input type="checkbox"/> Nursery	\$35	\$25	
<input type="checkbox"/> Martha House Meeting Room	\$35	\$25	
<input type="checkbox"/> Timpani	\$75		
<input type="checkbox"/> Custodial Fee (required)	\$65	\$65	

TOTAL

\$

\$

\$

NOTES:

___ I(we) have read and agree to the Facility Use Fees as listed above.
 ___ I(we) understand that Recurring Fees will be sent: St. Paul's Church, 58 3rd St, Troy NY 12180, Attention: Parish Administrator.
 ___ I(we) understand that for Recurring Use a receipt must be received from St. Paul's Church as proof of payment.

Signature of Applicant: _____ Date: _____

Signature of Rector _____ Date _____