

Christ Church

The Episcopal Church in Downtown Reading since 1826

A Message from the Rector

Christ Episcopal Church of Reading, PA provides this policy statement to all who wish to share our facilities. Our campus is primarily for church related or church initiated meetings, activities, and events. However, we love having guests and welcome the opportunity to share our facilities with community groups when we can and when it is appropriate. One of our core values is generosity, and our campus is one of our greatest resources we can share with the community.

The following policy statement defines the limits and restrictions - as well as the expectations and responsibilities - we ask you to follow so that we can take care of the campus God has entrusted to us while sharing it with you. All requests for waivers or exceptions to this policy statement will be considered on an individual basis.

Building Use Policies

A. Procedure for Scheduling the Use of Facilities

- Church-Related Functions:** All church-related meetings or activities are to be scheduled at least two weeks in advance using the following procedure. A Building Use Agreement form can be downloaded from the website at www.rdgchristchurch.org or obtained from the Church Office. The completed Building Use Agreement form signed by the Applicant should be given to the Parish Administrator two weeks in advance. It will then be approved by the Rector and Vestry at least one week prior to the scheduled activity, at which time the Parish Administrator will reserve the event on the church calendar.
- Non-Church-Related Functions:** Applicants scheduling non-church related meetings or functions need to submit a Building Use Agreement at least four weeks prior to the event. The Parish Administrator will notify the Applicant of building availability within 10 business days.
- Approval Process:** An executed Building Use Agreement is required for all groups and individuals, whether they are church members or nonmembers, and whether they wish to use the facility for regular, recurring meetings or for a one-time function. The Applicant signing the agreement is personally responsible for adherence to these policies. Organizations are likewise responsible for adherence to these policies and shall designate a representative contact person. Each application will be considered on an individual basis and routed to the appropriate church leaders [listed below] for approval. By signing the Building Use Agreement Form the Applicant agrees to the rules and guidelines outlined in this policy.
 - Church – Rector, Organist/Choir Director
 - Parish Hall – Rector, Ministry Coordinator
 - Education/Office Building – Rector, Ministry Coordinator

Any questions regarding appropriate facility use will be directed to the Rector or Senior Warden.

Applicants scheduling non-church related meetings and events will be required to complete and sign the "Building Lease for Non-Church Related Events" form and remit all required fees and documents before the space will be reserved.

4. **Fees:** A schedule of fees for the use of the facilities for all Church-related and non-Church-related functions are at the discretion of the Rector and Vestry. The guidelines for the fee schedule are as follows:
 - Non-members using the building to raise funds are charged at a rate of \$60/hour.
 - Non-members using the building for non-profit purposes are charged at a rate of \$50/hour
 - Members and Non-Profit Organizations with whom we partner are charged at a rate of \$40/hour.
 - Christ Church may offer a fee waiver to help offset the cost when the group aligns with Christ Church's Outreach.
5. **Insurance:** Every group other than Christ Church groups and ministries that use church facilities must provide a "Certificate of Insurance" as a guarantee of general liability insurance with Christ Episcopal Church of Reading named as Additional Insured. This must be attached to the signed "Building Use Agreement."
6. **Baptisms, Weddings, Funerals:** Use of the facilities for sacraments that are not within the context of a regular Sunday Eucharist (baptisms, weddings, funerals) and for related receptions is governed by the Rector and Vestry.

B. Access to Building

1. **Normal Access:** On the day of the event, the Church Office will coordinate facility access.
2. **Access Failure:** In case the building is not open upon arrival at the designated time, call the Church office at 610 374-8269, the Sexton, or the Rector.

C. Church Property

1. **On-Site Use:** Church property such as chairs, tables, and tablecloths may be used in accordance with church policies.
2. **Loans:** Requests to use such property off campus must be approved by the Rector or the Vestry. All loans are restricted to church members.
3. **Electronic Equipment:** Requests to use the church's electronic equipment require the written consent of the Rector at least one week prior to the event. The equipment must be operated by a trained person. This policy applies to all church and non-church related events.

D. Drugs, Firearms & Weapons

1. **Prohibited Substances/Items:** Smoking and the use of illegal substances are strictly prohibited on church property facilities, and on the church grounds. Firearms and other weapons are not permitted on church property except for those in the possession of on-duty law enforcement officers.,

E. Care of the Building

1. **Deposit:** A refundable deposit of \$150 is required for non-church-related functions, events and for weddings. Cleanup is the user's responsibility. If janitorial services are required after a function or event, or if there is damage to any church property, Christ Church will deduct such costs from the group's

deposit.

2. **Furnishings:** The moving of furniture needs to be approved in writing. All furniture and property are to be returned to their designated places following each event.

3. **General Cleanup:** All groups are responsible for cleanup, which includes checking the bathrooms, checking for running water, turning off lights, and locking all doors after any meeting or event.

F. Parish Hall, Kitchen and Courtyard

1. **Parish Hall Cleanup:** The parish hall kitchen must be left clean and orderly after use.
 - Sinks and counter tops must be wiped clean. All pots/pans, dishes, cutlery, etc. must be washed, dried and returned to their proper places. The kitchen floor must be swept & mopped.
 - Punch bowls, coffee urns, and trays need to be cleaned and returned to their previous locations.
 - All tables should be wiped off and returned to their original placement. Chairs should be returned as well.
 - Wet towels should be draped over the sink to dry.
 - No food or open beverages should be left in the refrigerator or freezer.
2. **Recyclables and Trash:** Recyclables must be separated, trash cans emptied and bags left in adjoining hallway in the stairwell. New bags will be placed in all trash cans by church personnel.
3. **Caterers:** A caterer may use the kitchen facilities with the approval of the Rector. The person holding the event remains the responsible party for care and clean-up of the facilities.

G. Church Nave

In general, the Church Nave, Chancel and Sanctuary are not available for use unless approved by the Rector. If permission to use the Church Nave is obtained, the following guidelines apply:

The Church is a holy place, consecrated for worship. The Church Nave must be respected at all times, in all situations. Nothing in the Church may be moved from its location without written permission of the Rector. Neither food nor drink is allowed in the Church. The altar is never to be used as an ordinary table; nothing may be placed upon it or removed from it.

1. **Church Instruments:** The organ and pianos may be used only with the permission of the Rector and the Organist/Choir Director.
2. **Music:** All music performed/played on the Church campus must be approved by the Rector and the Organist/Choir Director.
3. **Photography:** Generally, photography is not allowed during the celebration of Sacraments of the Church. Guidelines are given in separate policies governing those Sacraments.

H. Alcohol Usage

The policy of the Episcopal Church concerning the use of alcohol in the congregations, schools and other institutions of the Church is set out in the following requirements and guidelines. It is the responsibility of the Rector in consultation with the Vestry to implement this policy in the local setting and to make it known to their congregations. The purpose of this policy is to provide structure for the reasonable and responsible use of alcohol within congregational life; to honor and protect those who do not or should not consume alcoholic beverages; and to strengthen the health and well-being of the Church community. *This policy is not intended to limit the authority of the Vestry or Rector to adopt additional requirements or guidelines.*

1. Requirements

- The serving of alcoholic beverages is to be done in moderation.
- The serving of alcoholic beverages is to be monitored and controlled in compliance with all state and federal laws governing alcohol use including the sale of alcohol.
- Food and beverages containing alcohol, including wine and champagne punch, must be clearly labeled at the point of service.
- Even mildly intoxicated persons should be provided safe transportation home.
- Chemical usage other than alcohol is clearly controlled under federal, state and local laws and, as such, is forbidden at any church function.
- Exceptions to this policy may be made only with the advice and consent of the Rector.
- Requests for exceptions must be received in the Rector's office at least 14 days prior to the event.
- Non-church groups using church facilities must provide proof of liability insurance to the church.
- A responsible party for non-church groups using church facilities for events at which alcoholic beverages will be served must read and sign a copy of this policy, agreeing to abide by it.

2. Guidelines

- The policy concerning alcohol use is to be made known to the parish annually and especially to Vestry members and those responsible for church events, including weddings.
- This policy should be posted in the kitchen area.
- Unused alcoholic beverages must be removed from the church premises as soon as possible following an event.
- Hosts or servers should be used to monitor the serving of alcoholic beverages.
- Serving adults alcoholic beverages at events that are primarily for children and young persons is strongly discouraged.

**Building Use Agreement Form
Christ Episcopal Church**

Please complete and return this form to the church office when you need to reserve space for an activity or event. The Parish Administrator will confirm your reservation or offer alternate space and/or dates as available.

Group Name and Activity/Event: _____ For Profit Not For Profit
 Member Non-Member

Contact person: _____ Phone: _____ E-mail: _____

This is a one-time event Date: _____ Time: _____
 This is a recurring event Start Date: _____ Time: _____ End Date: _____

SPACE REQUESTED

- | | | |
|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Parish Hall | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Nave | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Library |
| <input type="checkbox"/> Parlor | <input type="checkbox"/> Choir Room | |

EQUIPMENT/INSTRUMENTS NEEDED? Yes No

If Yes, please list:

(Please note: Use of the music instruments are subject to the approval of the Organist/Choir Director)

SETUP REQUIRED Number of tables _____ and chairs _____

PLEASE LIST SPECIAL NEEDS:

AGREEMENT I have read and agree to abide by and implement the rules and policies set forth in the Building Use Policy of Christ Episcopal Church of Reading, PA.

Signed: _____

Date: _____

===== Administrative Use =====

Date Received _____ Initials _____

- | | |
|--|--|
| <input type="checkbox"/> Rector _____ | <input type="checkbox"/> Alter Guild _____ |
| <input type="checkbox"/> Organist/Choir Director _____ | <input type="checkbox"/> Sextant _____ |
| <input type="checkbox"/> Ministry Coordinator _____ | |

**Building Lease for Non-Church Related Events
Christ Episcopal Church of Reading, PA**

The following sets forth the agreement between Christ Episcopal Church of Reading, PA [CEC] and _____ (“User”).

CEC agrees to lease the following space(s) on the date(s) shown and the time(s) specified below:

Area/room(s) to be used: _____

Date(s) to be used: _____

Time(s) to be used: _____

In return for the use of the space(s) above the User agrees to pay a fee in the amount of \$ _____ to CEC. A refundable security deposit of \$150.00 is due at the signing of this agreement, along with a Certificate of Insurance, and the full payment specified above.

Signed: _____
Rector

Signed: _____
User

Date: _____

Date: _____