

# 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*

- 1. 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](http://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.
- 2. Non-Church-Related Functions:** Applicants scheduling non-church-related meetings or functions need to submit a **Building Use Agreement Form** at least four weeks prior to the event. The Parish Administrator will notify the Applicant of building availability within 10 business days.
- 3. 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 is 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 Form](#).

**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 weddings. Cleanup is the applicant'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 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, making sure appliances are not left on or running, 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, serving ware, 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 or hung on towel racks 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 cleanup 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:**

☐ Parish Hall      ☐ Kitchen      ☐ Classroom  
☐ Nave      ☐ Conference Room      ☐ Library  
☐ Parlor      ☐ Choir Room

**EQUIPMENT / INSTRUMENTS NEEDED?**      ☐ Yes      ☐ No

If Yes, please list:

\_\_\_\_\_

*(Please note: Use of the musical 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 \_\_\_\_\_

☐ Rector      ☐ Organist/Choir Director  
☐ Altar Guild      ☐ Ministry Coordinator  
☐ Sextant

**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: \_\_\_\_\_



## **CHRIST EPISCOPAL CHURCH READING: PROTOCOL REGARDING INTERACTIONS WITH IMMIGRATION AGENCIES**

It is the policy of Christ Episcopal Church to ensure that our parishioners and guests are safe and protected when using our facilities and attending services and other events. Christ Episcopal Church will take steps to the greatest extent possible under the law to protect our people and their information. It is the policy of Christ Episcopal Church not to allow agents or employees of U.S. Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP) access to our facilities, records, or information unless required by law or a valid judicial warrant. Furthermore, Christ Episcopal Church embraces the Fourth Amendment, protecting all individuals from unreasonable searches and seizures; and the Fifth Amendment, ensuring the right to remain silent when confronted by law enforcement. The same policies and procedures apply to police officers who may act with ICE to enforce the immigration laws.

### **PROCEDURES**

*Procedures regarding access to Christ Episcopal Church facilities/buildings:*

If any agents or employees from ICE attempt to enter Christ Episcopal Church's buildings or facilities, staff will follow this protocol:

1. Should agents or employees of ICE request access to the Church, the doors may only be unlocked and opened by a member of the staff. Should staff not be present, representatives of agencies or organizations using the Church should state the following: "We are merely using the Church facilities and are not authorized to allow anyone onto the premises without a staff member's permission. We are calling the Rector."
2. Absent a warrant, the presence of ICE agents is limited to public areas of the Church, including: the entryway, parish hall hallway, parish hall, Chapel, and the main Sanctuary.
3. Staff should inform ICE agents that they **do not** have consent to enter the non-public areas of the facility unless they have a valid judicial warrant. Non-public areas include all offices, living quarters, storage areas, classrooms, choir rehearsal room, parlor, mechanical room, altar area, sacristy, and the Priest's changing room.
4. Staff should inform ICE agents that Christ Episcopal Church is a "sensitive location" under federal law.

5. If ICE agents claim to have a warrant to enter the facility/building, reception staff should ask for a copy of the warrant, ask agents to wait at a specified location, and immediately contact the Rector, Senior Warden, and/or Junior Warden for assistance.
6. The Rector, Senior Warden, and/or Junior Warden should review the warrant to ensure that a) it is signed by a judge or magistrate, b) it describes which of Christ Episcopal Church's buildings are to be searched, c) it has the correct date and was issued within the past 14 days, and d) the search does not exceed the scope of the items authorized to be searched. Administrative warrants signed by an immigration officer, not a judge, do not require ICE to be allowed to enter non-public areas of the facility.
7. Following warrant validation, a staff member should accompany ICE agents as they move through the Church.
8. Staff should be aware of common ICE statements to gain access without a warrant, such as "We are investigating a crime. Can you help us identify this person?" and "Is [name] here? We just need them to step into the hallway to talk to them."
9. All staff should be advised as soon as possible about ICE's presence in the building.
10. The Rector should immediately notify legal counsel for ICE-related issues.
11. If parishioners are present, staff may advise them that they have the right to remain silent but *should not direct others* not to answer questions. Staff and parishioners may not assist people in escaping or hiding.
12. Staff **should not** answer questions posed by agents without consulting the Rector. In particular, staff should not answer questions about whether a particular person is currently in the facility, but instead state that they are not authorized to answer questions. Please avoid lying about any specific person's location or status. Simply invoke your right to remain silent or reiterate that you are not authorized to answer such questions.
13. Staff should document the name/contact information of the ICE agents seeking access to the facility. This can be done by asking for a business card, or name and badge number.
14. Staff may record any interactions with the agents, but they must announce that they are doing so. Staff should remain at a reasonable distance from such incidents so as not to interfere.
15. Staff and visitors should know (or be informed) that if they are engaged in questioning by immigration agents, they can ask the agents if they are free to go. If the agent says yes, they are free to leave. If the agent says the person is not free to go, they may explain that they would like the opportunity to consult with an attorney and otherwise remain silent.



**Procedures regarding immigration agents' request for access to Christ Episcopal Church's records/files:** If any ICE agent should request access to records or documents regarding Christ Episcopal Church's parishioners or staff:

1. Staff – preferably the Rector – should inform agents that Christ Episcopal Church Reading's policy is not to release information without the person's consent, unless disclosure is required by judicial order or subpoena specifically requiring the release of the information, or otherwise required by law.
2. If agents claim to have a warrant or subpoena, staff **should not** release information without consulting with the Rector. Staff should request a copy of the warrant or subpoena, ask for the agents' contact information, and consult with the Rector
3. If such information is requested, a supervisor should immediately contact legal counsel.

**Procedures regarding completing a report after an ICE enforcement action:**

Immediately after an enforcement action has concluded, a staff member must complete the following report, *to the best of their ability*, on the enforcement action.

**INFORMATION TO BE COLLECTED BY EMPLOYEES AFTER AN ICE ENFORCEMENT ACTION**

- ▶ Date of enforcement action:
- ▶ When did the action begin and end?
- ▶ Describe the enforcement action:
- ▶ How many agents?
- ▶ What agency conducted the action (*i.e.*, ICE, local police or state police)?
- ▶ Names and/or badge numbers of the agents:
- ▶ How did their uniforms identify them?
- ▶ Why did they say they were there?
- ▶ Did you ask to see a warrant?
- ▶ Did the agents present a warrant?
- ▶ If not, did you deny them consent to enter? What did you say?
- ▶ How did they react if you denied them consent to enter?
- ▶ If the agents presented a warrant, was a supervisor alerted? Who?
- ▶ Was the warrant an administrative warrant, signed by an immigration official?
- ▶ If it was an administrative warrant, did you tell the agents that your organization has a policy of denying access to nonpublic areas in the absence of a judicial warrant? What did you say?

- ▶ How did the agents react if you denied them consent to enter based on an administrative warrant?
- ▶ Did the agents present a judicial warrant, signed by a judge?
- ▶ If so, please describe the warrant:
- ▶ What was the date of the warrant?
- ▶ What items or persons were the subjects of the search?
- ▶ What areas were identified to be searched?
- ▶ Which judge signed the warrant?
- ▶ Did you allow the agents entry based on a judicial warrant?
- ▶ If so, did you or another staff member accompany them on their search?
- ▶ If another staff member accompanied you, identify them:
- ▶ Did the agents stay within the areas they were authorized to search by the warrant?
- ▶ If not, what other areas did they enter? Did they look in closed closets, cabinets, or drawers? Did they ask permission first?
- ▶ Did they keep anyone from moving around freely? Who?
- ▶ Did they arrest anyone? Who?
- ▶ Were you able to observe ICE interaction with anyone arrested? Describe it:
- ▶ Did they seize any items? What?
- ▶ Did they take pictures of documents? If so, whose? How did they get the documents?
- ▶ Did they take fingerprints? If so, whose?
- ▶ Were there children present? If so, whose? How many?
- ▶ Did the agents yell at anyone? Who? Why? Which agents (if known)?
- ▶ Did the agents have guns drawn, or were they touching their weapons?
- ▶ Is there anything else to add about the enforcement action?

In accordance with our core values as an Episcopal Church that seeks to create a safe and welcoming environment for all people, and in accordance with our First Amendment Right to freely practice religion, the Christ Episcopal Church's Visitor's Policy follows:

- A. All visitors in private or public spaces must respect the dignity and humanity of others on campus at all times. This means no bullying, hate speech or abusive language, or physical violence on campus.
- B. All visitors to campus must respect the right of others to worship freely on campus and conduct regular church business. This means no disruptions to church services or church meetings that directly impede worship or the carrying out of church affairs and church related business.