

FACILITY USE POLICY
ORIGINALLY APPROVED DECEMBER 10, 2012 AND
AS AMENDED AUGUST 12, 2013

TRINITY CHURCH, JANESVILLE

(ADAPTED FROM THE POLICIES OF TRINITY WAUWATOSA AND ST. ANDREWS MADISON)

Background: This document seeks to establish guidelines on the approved use of this church's buildings, from rental fees for non-church events, to the use of alcohol for church and non-church events. For purposes of this document, "Facility" means the Church building at 409 E. Court Street; the office and kitchen at 411 E. Court St; Ortmayer Hall at 419 E. Court St.; parking lot and grounds; and all property contained therein. This policy has no bearing on the former rectory (now the office) and its grounds while occupied by clergy of this Diocese. A previous alcohol use policy approved by vestry in 2011 (see below) is amended.

Authorization: Use of the Facility is under the direction of and at the discretion of the Rector, who may delegate some of the authority and responsibility for approval as outlined below. This document is for use in defining explicit expectations to avoid conflict and confusion.

Groups must be supported by an individual member of the parish, unless otherwise specifically authorized by the Rector. The supporting individual or pre-approved designate will be responsible for initiating the request, confirming arrangements and approval, set-up, clean-up, access, and building security.

In recognition of expenses incurred by the church donations are recognized as usual and will be accepted, but cannot be demanded. Rental fees for non-church events are scheduled below and may be changed annually to accommodate increased costs.

Scheduling:

- The secretary will be notified of activities within the Facility and will keep a written calendar or schedule. Use of the Facility for Trinity supported activities, such as the GIFTS Men's Shelter, SOS Bible Study, Young Episcopalians in Service (Y.E.S.), community events, 12 Step Groups and others can be directly scheduled by those groups. Applicants must use the Facility Use Request Form - see attached.
- Use by outside parties must be approved by the Rector or his designee. Outside parties include any individual or group not officially supported by Trinity Church, even if the supporter is a member of the church.
- The sexton must be available, present and hired by all outside party events at the current hourly wage.
- Requests will be considered by all parties whose purpose and affiliation are consistent with the mission of the diocese and the vision of this parish, "Love God, love people, show it!"

For-Profit Groups:

- Any group that is for-profit and has a recurring schedule will prepare a letter of agreement detailing the anticipated group size, meeting schedule, duration, and the nature of Facility use – especially outlining any anticipated use of the kitchen.
- A statement of liability will be included in the agreement that reflects a clear understanding that the use of the Facility is at the users own risk and that they accept financial responsibility for any damages that may be incurred. As appropriate, the user will provide a certificate of insurance or other indemnification. A hold harmless letter

(see addendum) will be on file for organizations using the facility on an ongoing basis. Ongoing use of the Facility will be reviewed each year. The timing of the review will be tracked by the Rector on the yearly calendar for the Church.

Non – Profits: Refer to For-Profit Groups above.

Approval:

All Facility use requests must be approved by the Rector as stated above or by Vestry as follows:

- Parishioner sponsored non alcohol events may be approved by the Rector or vestry in the Rector's absence.
- Parishioner sponsored events requesting alcohol require submission for vote at one vestry meeting (see alcohol use policy below).
- Groups not known to the parish require submission for vote at two vestry meetings to be allowed to serve alcohol.
- In accordance with the City of Janesville regulations, smoking is not allowed in the Facility.

Alcohol Use:

With the use of wine for Holy Communion being excepted, alcoholic beverages may be served on church property in association with any parish-sponsored activity when minors are present, when approved on a one-time basis by the vestry such as The Passover Seder.

For approval of exceptions to the policy, the following guidelines will be followed:

- Through the secretary, the rector and senior warden are to be notified in advance of the intent to serve alcoholic beverages.
- Limited use of alcohol is desired to maintain sobriety.
- The use must be in compliance with the laws of the State of Wisconsin
- The presence of minors should be noted on the facility use form.
- The organization serving alcoholic beverages is to specify the beginning and ending time of availability of such beverages in advance and such times are not to be extended.
- Alternate non-alcoholic beverages are to be offered to participants at any function with equal dignity and hospitality.
- A tasteful and appropriate identifying card should be placed at any bowl of punch that contains alcohol.
- Advertising and publicity for events at Trinity are not to mention alcoholic beverages even if they are to be available.
- Alcoholic beverages may not be sold. *Limited tickets are to be provided by the organization or party serving alcohol at all events unless served with a meal.*
- A certificate of insurance will be provided by any group excluding one time church events.

Kitchen Use:

- If use of the kitchen is requested, all materials, food, drink; paper products, etc. needed by the group for their function will be supplied by the group and removed afterward.
- Food and beverages are restricted to the kitchen and dining room.
- Any use of the kitchen must be approved by the Rector, specifying what contents,

including plates and cups may be used and, as appropriate, what food will be prepared. It is expected that the kitchen will be left in the same condition it was at the beginning of the event. All garbage will be disposed of with the sexton. The counters and tables will be washed and the kitchen floor mopped. Cleaning supplies will be available for use in the closet outside the kitchen.

Fees:

Both church and non-church supported events will be assessed the following usage fees unless adjusted at the discretion of the Rector:

Church - \$750 for weddings (sexton - \$50, organist - \$125, rector - \$200, Trinity Episcopal Church - \$375).

Ortmayer Hall - \$300 for day usage (kitchen - \$150) – sexton paid hourly wage.

Approved by the Vestry Date: December 10, 2012

Amended by Vestry Date: August 12, 2013