

St. Andrew's Church Property Usage Policies

Taken from the Policies approved by St. Andrew's Church Vestry, Somerset Parish 7/16/07 and amended 3/17/08

At times when the facilities are not being used by St. Andrew's Church, the church may allow outside activities and parties to use these facilities. Requests for scheduling are made through the Reservations Coordinator. Preference will be given to requesters in the following order: 1) other Episcopal churches and organizations; 2) groups and associations of which St. Andrew's has an interest or is a member; 3) members of St. Andrew's church for a private event; 4) local churches and religious organizations; 5) local nonprofit organizations; 6) civic organizations; 7) private individuals or events.

St. Andrew's reserves the right not to allow the use of its property by any individual or organization. St. Andrew's reserves the right especially not to allow the use of its facilities to individuals and organizations for functions and activities that are opposed to the moral teachings, constitution and canons, and ethical standards of the Episcopal Church.

St. Andrew's Church requires the payment of deposits and fees for outside groups and individuals to use its facilities, which it publishes in advance and reserves the right to change prior to the signing of a property use agreement. Such deposits and fees may be waived with the approval of the Vestry of St. Andrew's prior to the event.

The Parish Hall may be used for a half day, considered to be 4 hours inclusive of set up and clean up; or for a whole day, considered to be 8 hours inclusive of set up and clean up. Requests to set up or clean up outside that time frame may be granted by the Reservation Coordinator, subject to the schedule of other events.

Churches receive a 50% discount on user fees for official church events. Agreements with churches must be signed by the Pastor or someone who is authorized to sign as a legal representative of the church.

In the Parish House, fire regulations restricting the maximum occupancy to 275 are to be followed. If only the Parish Hall has been reserved for use, event participants are welcome to use the restrooms but are not to use other facilities in the building.

In order for alcoholic beverages to be served or consumed on the premises, proper permits and licensing must be furnished and express permission granted through the Reservations Coordinator prior to the use of the facilities.

In all buildings, property belonging to the church is to remain in the buildings. All buildings are smoke free environments. Damages to a building, its contents, or equipment during use are the responsibility of the user of the facilities. Any such damage is to be reported to the Reservations Coordinator immediately.

The user of the facilities is required to leave the premises in the order in which they were prior to use, e.g., decorations removed and disposed of, dishes and utensils washed and returned to cabinets, kitchen wiped down, tables and chairs returned as they were found and floor vacuumed if necessary.

All property use agreements must be filed with the Reservation Coordinator and include complete information about the user of the facilities, detailed information about the event, agreed upon charges, and signatures both from the user of the facilities and an official from St. Andrew's. Such agreements must be filed and the appropriate fees and deposits paid prior to the event. Checks should be made out to: Treasurer, St. Andrew's Church. The key deposit is returned to the user of the facilities when the key is returned. The cleaning/damage deposit is returned to the user of the facilities once the facilities have been inspected, the cleanup was satisfactory and there were no damages; if user does not claim cleaning/damage deposit in person, deposit will be mailed to user two (2) weeks after the function.

A 24 hour cancellation notice is required before the start of the event to receive a refund.