

# All Saints Church

## Facility Use Policy for All Saints Ministries and Groups

### I. Specific Uses Addressed

Activities emphasizing controversial topics must be considered and approved by the Pastoral staff and/or Vestry.

Groups advocating values or actions contrary to Christian character and the example of Christ are not permitted use of church facilities.

Fundraising events are permitted, within the previously stated discretion of the leadership of All Saints Church. The goal or beneficiary of funds raised will be a key element of the leadership's consideration of events of this type.

Activities advocating political positions, ideologies or candidates are not permitted.

Activities in support of commercial enterprise may be permitted on a case-by-case basis. All Saints Church takes no responsibility for the financial aspects of events organized, approved, and scheduled in the facility.

Use of church facilities and/or equipment for personal celebrations (e.g. birthday parties, baby showers) may be permitted on a case-by-case basis.

Food and drinks are limited to the Kitchen area, the Foyer/Narthex, and the Classrooms.

Use of church facilities for day-to-day school operations are not permitted. However, extra-curricular and/or after school programs may be considered for facility use.

Weddings: Space use issues pertaining to wedding events are governed by All Saints Church's Wedding Policy.

Funerals: Space use issues pertaining to funeral events are governed by All Saints Church's Funeral Policy.

### II. Specific Spaces

**Sanctuary:** The specific use of the sanctuary by any approved group will be discussed and confirmed with the Facilities Manager at the time of application for use of the facilities. With the exception of the sacrament of The Lord's Supper, no food or drink will be permitted in this space.

**Foyer/Narthex and Classrooms:** The Facilities Manager is given discretion over the activities scheduled in these spaces, including the serving of food and drinks.

**Nursery:** Only infants and children in Preschool (aprox. 0-4 yrs.) may be cared for in the nursery. Children must be overseen by **two** child care providers approved by All Saints Church. Groups using the nursery must pay child care providers per the ASC fee schedule. The Facilities Manager will arrange for child care. Groups approved to use the nursery must comply with the ASC Nursery Room Checklist as provided by the Facilities Manager.

**Playground Area:** Use of the Playground Area is not permitted without an approved and signed Application for Use of Facilities.

**Kitchen:** See kitchen use policy.

### III. Procedure – including Sunday morning meetings/activities

An **Application For Use of Facilities** must be completed and returned to the Facility Manager before the proposed activity can be considered for approval. Only approved events for which there is complete documentation will be granted space and scheduled on the church calendar. In order to ensure that there is adequate space for church activities, All Saints Church will not make reservations for outside groups any earlier than 3 months before the requested date (exceptions may be made for weddings, etc.).

- A. If your activity will include any of the following, let the Facility Manager know:
- Sanctuary Sound System:  
The sound system is sensitive and must be operated only by one of the church's trained technicians.
  - Audio-Visual Equipment [e.g. VCR, DVD, TV, projectors, screens, etc.]:  
Groups are required to provide their own AV resources (local vendors of A/V equipment can be provided by the Facilities Manager).
  - Rearrangement of chairs and/or tables:  
**You must take full responsibility** for rearranging chairs and tables. All furniture must be returned to the position and location found. For purposes of reserving space, your usage begins when you set up the room. *E.g.* If you set up a room a day in advance, you have reserved that room for 2 days of use.
- B. **Use only the area/rooms that you have requested.**
- If the kitchen is to be used, groups must comply with the Kitchen Use Policy.
  - If a nursery is to be used, groups must comply with the Nursery Use Policy. **Never leave children unattended in the nursery.**
- C. It is imperative that all space used is left clean and free from the event's clutter, including vacuuming the floors if needed (vacuum sweeper can be found in storage closet in the ladies' restroom).
- You are encouraged to use cleaning supplies and equipment stored in the kitchen area.
  - **All trash must** be taken to the dumpster in the parking lot.
- D. For the safety of the facility and those in it, this facility is designated as a smoke-free building.
- E. All space use, by ASC or other approved groups, must comply with the City of Durham's Fire Code.
- F. The service of food and beverages within the ASC facility are restricted per Section II of this policy. Meal events are limited to the Foyer/Narthex and Classrooms, and no food or drink, with the exception of Communion, are allowed in the Sanctuary.
- G. Other than the Sacraments, alcoholic beverages are not permitted on church property.
- H. With prior approval from the Facility Manager, a group using the facility may post a temporary sign (not to exceed 3 ft x 3 ft) at the entrance to the parking lot two hours prior to the event. The sign must be removed at the conclusion of the event. Signs left behind will be disposed of. We request that you do not post any other signs on the grounds, parking lot or exterior of the building. Signs inside the building are to be affixed to **glass only**. Please do not tape or otherwise affix signs to painted surfaces inside the building. Please consult the Facility Manager for suggestions on how to post signs inside the building.

### IV. Non-compliance

Use of church facilities is a privilege that should be carefully preserved. Failure to comply with these guidelines will be addressed in the following manner:

1. Verbal notification following the first infraction.
2. Written notification following the second infraction.
3. If the problem continues, the group will forfeit the privilege of using ASC facilities.

## **V. Ambiguities and Uncertainties**

If an issue or request arises that is not addressed by these guidelines, the group may apply in writing to the Facilities Manager for consideration of the matter. Proper determination of these matters may require consultation with key members of the ASC staff, pastors, or the Vestry.