

## Grace Episcopal Church Facility Use Policy & Application

The general purpose of all facilities at Grace Episcopal Church is to serve its parish and members. From time to time facilities can be used by non-members for functions outside the Church, and use of the fellowship hall can be granted to individuals and organizations for specific occasions. For wedding use, please see the "Wedding Customary" with accompanying fee/expense schedule for members and non-members. *All building use is subject to approval by the Rector or Vestry of Grace Episcopal Church.* In granting use of any of the facilities to either Church members or non-members, applicant agrees to the following:

1. A \$200 non-refundable fee is charged for use of the Church. For events using the parish hall, kitchen, restrooms, pavilion or building grounds a \$200 non-refundable fee is charged. Fees must be paid in advance prior to keys being released. Keys must be returned promptly by the next day.
2. The Church Sacristy is not available for use except by church staff and the Altar Guild.
3. No animals are allowed, except service animals, such as seeing-eye dogs.
4. The full campus of Grace Episcopal Church, which includes grounds and parking lot, is completely non-smoking.
5. Tables and chairs are not to be removed from Church property.
6. If the kitchen is used, it must be left clean. Trash must be bagged and placed outside the back door in the fenced in trash area. Use of Church dishware, serving pieces, etc. is allowed; however, all pieces must be washed and returned to their appropriate cabinets. The dishwasher may be used, but must be left empty at completion of event. The cabinet tops, floor, oven and refrigerator should be inspected and left in clean condition.
7. At adult functions the use of alcohol is permitted; however, an equal amount of non-alcoholic beverages must also be provided.
8. Thermostats may be adjusted to comfortable settings (suggested 72 degrees in summer and 70 degrees in winter) for rooms in use; however, **ALL** thermostats must be returned to non-use settings upon exiting. The unoccupied a/c setting is 85 degrees in summer and 60 degrees in winter.
9. The nursery room is available only by prior authorization from the Rector or Vestry. A nursery attendant fee may be assessed at the attendant's current hourly rate.
10. Damages to any Church property, equipment or structure will result in a review by the Rector and Vestry for user's potential responsibility to cover repair or replacement costs.

11. Application for use is made through the Parish Administrator who will check the Church calendar for possible conflicts with Parish activities, which will take precedence. Once approval is granted, fees are payable to Grace Episcopal Church. Payment can be left with the Parish Administrator with whom arrangements for key pick up will also be made.
12. When major occasions are scheduled, such as, Bishop's visits, weddings or other special events, the Rector/Vestry will not approve any other events to be scheduled on or leading up to the same date due to the intensive preparation connected with such events.
13. Application can be made during church office hours: Monday through Friday, 9:00 a.m. to 1:00 p.m. The telephone number is 281-331-5657.
14. Exceptions to this policy can only be made by special permission from the Rector or Vestry. Likewise, waiving of fees for church sponsored events or other functions may only be granted by the Rector or Vestry.

*I hereby agree to abide by the above conditions. I further agree that I may be held responsible for repairs of damages as noted in item # 10 above.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Printed Name

Date Requested: \_\_\_\_\_ Hours Needed: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Name of Person or Group: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

*Rector's Approval or Senior Warden:* \_\_\_\_\_

*Date of Approval:* \_\_\_\_\_