**Use of Building by Outside Groups**

**Policy Statement** – It is the policy of St. George’s Episcopal Church to support our community through outreach ministries both outside the walls of the church as well as within the walls of St. George’s.

**Purpose** – The purpose of this policy is to outline the procedure for supporting the community by allowing the use of St. George’s Episcopal Church building for approved meetings by civic groups and the like and related events as outline by this policy.

**Procedure –**

* The Organization wishing to use the building must formally request its use and state the purpose of the meeting/event.
* The request will be considered/ approved by the Priest, Senior Warden (acting in place of Rector if vacant), or by Vestry vote.
* Once the use of the building is approved, a representative from the organization requesting its use must come to the church for opening and closing of the building in-service and sign a Memorandum of Understanding.
* Fees for the use of the church will be considered for meetings, seminars, events which would require prolonged time, refreshments, catering, and the like. At that time the fee will be based on a power fee and cleaning fee as appropriate.
* Fees considered to defray the cost of electricity and clean-up will be:
	+ 1-hour civic meetings $ 0
	+ 4-hour (half day event) $200
	+ 8-hour (full day event) $300
	+ Rental Fees will remain the rate at the time a group reserves the room for their event, i.e. a group reserves in January for an April event and there is a rate increase in February. The rate in effect at the time of reservation in January will remain the rental fee for the event in April.

* Fees for Church Members will be waived excluding a clean-up fee.
* Renters must clean up at the end of their event.

Original Implementation: August 26, 2018

Revised: 12-15-19 Reviewed: 1/19/2020