

Building Use at Saint Barnabas Guidelines and Covenant

At Saint Barnabas, our buildings, and the people who carry out ministry through them, are a gift from God. Because we believe that God cares about all people, in keeping with our ministry of outreach to the community, we invite local organizations to use our facilities. We do not wish to exclude access or cause concern to anyone. At the same time, we choose to set responsible standards so as to assure their upkeep and our ongoing mission. Because the rector is responsible for making decisions about the events held within our parish, it is always appropriate to make any arrangements through the rector, who can be reached at the church office at (508) 548-3863.

1. Since the cost of maintaining our physical plant is considerable, outside groups are requested to make donations in thanksgiving for use of space. Please see the attached donation schedule. All of the suggested donations can be adjusted as ability and graciousness allow, in consultation with the rector.
2. The sale of tickets or collection of monies other than from free will donations on the church premises is not allowed unless special permission is granted by the rector or an appointed liaison. The use of space for a profit-making venture other than for the benefit of an approved charity is prohibited.
3. Gambling, lotteries and games of chance cannot be allowed on these premises according to the canons of the Episcopal Church.
4. A group or organization desiring to use any church facility or equipment shall appoint a representative authorized to sign a use agreement and to be responsible to the vestry and the rector.
5. Any group, except those directly affiliated with the church, using space for a public gathering, unless specifically excused from the requirement, shall have a sexton on duty and shall compensate that person at the minimum rate of \$100 for three hours, and \$25 per hour for any additional time required. That sexton will be responsible for the well-being of those involved and of the church, will set up tables and chairs and take them down, and assist in all other areas as needed.
6. When it is agreed that a sexton is not required, the organization using the building shall follow the guidelines submitted upon the reservation of the space.
7. A representative of the organization or group shall be responsible for overseeing any decoration, the event itself and the cleanup of the entire area as outlined below. When decorating, the use of flammable materials is prohibited.
8. A tour of the facilities is required before any event.
9. Pianos shall not be moved without prior written permission.

10. In the Church and Chapel, no stalls or pews may be moved unless specifically approved in advance by St. Barnabas and coordinated with the sextons.
11. If your group wishes to use the gas fireplace in the house, a member of the group shall be trained in use of the fireplace and prior written permission shall be obtained.
12. Children shall be supervised at all times. At no time shall a child or children be left alone with a single adult or supervisor. Safe Church guidelines shall be followed.
13. Any outside group or organization using the building shall be responsible for the repair and/or replacement of any furnishings damaged as a result of its use. Such loss will be assessed by the church; costs will be submitted to the user for reimbursement.
14. The organization or group using the building shall be responsible for the proper removal to the dumpster of all rubbish, garbage, and other litter incidental to the use of the designated space, and shall return said space to its original condition. This includes the removal of rubbish from the lawns if for an outdoor event.
15. The organization using the building is required to turn off lights, check the thermostats and secure and lock all windows and doors before leaving. Double doors, outside doors and classroom wing doors must be closed upon departure. Fire regulations require that the thermostats be left as instructed during the tour of the area.
16. Arrangements to enter the building, other than at those times reserved, must be made through our parish office at (508) 548-3863.
17. No smoking is permitted in or within 100 feet of the buildings; consumption of alcoholic beverages is permitted only with prior written permission of the rector and in accordance with our Safe Church Alcohol Policy, which is attached.
18. The telephone is for local calls only.
19. The maximum number of people allowed at any time (by order of the fire marshall) is as follows: Church—300; Chapel—90; Hall—375; House—50
20. All persons involved in any organization's activity must stay within their designated area except for access, egress or use of rest room facilities.
21. Requests for changes or exceptions subsequent to the signing of the "request" agreement must be submitted to the rector, not less than forty-eight hours prior to the date of use.
22. In case of emergency during building use, immediately call local authorities and emergency service by dialing 911 or (508) 548-2323 for fire/ambulance service, (508) 548-1212 for police.

Guidelines for Using the Kitchens of House and Hall

Saint Barnabas Church has created the following guidelines to insure that the Hall and House and their kitchens are well kept. We ask that your organization adhere to these guidelines, so that we may establish and maintain beauty and order in our facilities, for the enjoyment of all. Thank you!

1. Use of the kitchen is by permission only. Please make sure that the Church Office knows that you will be using a kitchen and includes it in your use agreement, if you are an outside group.
2. If you are using a caterer, you will be asked to donate for the use of the kitchen. You are responsible for leaving the kitchen clean and tidy after the event in the same manner you would if using the kitchen yourselves. Additionally, Saint Barnabas must be notified at the time of your application if you are using a caterer.
3. Some pots and pans are available for use by church groups. If your group uses any of these items, please clean them after usage and return to appropriate storage areas.
4. For outside groups, there is a fee for the use of place settings, and prior written permission is required.
5. The stove, kitchen appliances and dishwasher are not for public use, unless a representative of the organization has been trained by the Saint Barnabas kitchen designee.
6. If you use the refrigerator, please take any leftovers with you after your event.
7. If you use sinks, please do not leave dishes there to soak. All dishes must be washed and returned to the cabinets.
8. If you use counter surfaces, please clean afterwards.
9. Sweep and mop floors after using kitchen. Heavy-duty mop and bucket are in the sexton's closet in the Parish Hall, and there is a Swiffer in the kitchen.
10. If spills happen, do your best to clean up and then notify the church office, in case additional cleaning is required.
11. Remove all materials used by your group from the House or Hall at the conclusion of your event.
12. If you have any questions, please call the parish office at (508)548-3863.

Suggested Donations for Use of the Saint Barnabas Facilities

At Saint Barnabas, our buildings, and the people who carry out ministry through them, are a gift from God. Because we believe that God cares about all people, in keeping with our ministry of outreach to the community, we invite local organizations to use our facilities. We do not wish to exclude access or cause concern to anyone. At the same time, we choose to set responsible standards so as to assure their upkeep and our ongoing mission. Because the rector is responsible for making decisions about the events held within our parish, it is always appropriate to make any arrangements through the rector, who can be reached at the church office at (508) 548-3863.

<u>Building</u>	<u>Room</u>	<u>Suggested Donation</u>
Parish Hall	Upper Hall	\$125 for 3 hrs. (\$40/hr. thereafter)
	Upper Hall with Kitchen	\$175 for 3 hrs. (\$50/hr. thereafter)
	Place Settings	\$2/setting
	Classroom (each room)	\$15/hour
	Library	\$15/hour
Parish House	Great Room	\$100 for 3 hrs. (\$25/hr. thereafter)
	Great Room with Kitchen	\$125 for 3 hrs. (\$30/hr. thereafter)
	Place Settings	\$3/setting
Church*	Sanctuary	To be discussed with the rector
Chapel*	Sanctuary	To be discussed with the rector
Parish Lawn	Between house and church	\$100 for 3 hrs. (\$25/hr. thereafter)

*Please note: Generally, we do not allow outside events (with the exception of concerts) to take place in the sanctuaries.

For weddings and private receptions, our suggested donations are different than these for non-profit and community groups. Our rector must approve such private events and can be reached at the parish office at (508) 548-3863.