

Operating Policies

Holy Cross Meeting Hall & Pavilion

These policies are established for the benefit of Holy Cross Episcopal Church and its members in connection with the use of the Meeting Hall and the Pavilion facilities. Ongoing management of the Meeting Hall and Pavilion shall be under direction of its Managing Board, hereinafter referred to as "the Board."

The Board shall consist of its Chairman and two other members who shall be appointed from time to time by the Vestry. All members of the Board shall be Voting Members in good standing of Holy Cross Episcopal Church. The Junior Warden shall be an ex-officio member of the board.

The duties and authorities of the Board shall pertain to management of the facilities and shall include: continued development, maintenance of the facilities, action upon applications for use, and collection and refunding of fees. Interpretation of Policy, and rulings on any matters not specifically covered by stated policy, shall be the jurisdiction of the Board.

In this policy, references to the Pavilion include the seating area and fireplace, kitchen, grill, and toilets. The storage rooms are not included and are not available for use other than Church functions. References to the Meeting Hall include, (1) Room A with toilets and break room facility and (2) Room B with toilets & break room facility. References to Holy Cross Members are as defined in the By Laws, Article II.

All ceremonies, celebrations, or any other uses of the facility, however called, are to be carried out in a decent and orderly manner in keeping with the use of Church property.

Pavilion User Guidelines

1. Put all trash into dumpster; place clean plastic liners in garbage cans.
2. Remove all food, drinks, and any other items furnished by the User.
3. Return clean cooking utensils to their storage.
4. Sweep or mop kitchen floor, sweep pavilion floor, clean bathrooms.
5. If grill has been used, remove charcoal pans and close grill cover.
6. Arrange tables; clean fireplace.
7. Turn off range and makeup air system, turn off heating and air conditioning unit, insure refrigerator doors are closed, turn off all water faucets, and turn off lights.
8. Close pass thru shutter and lock all doors.
9. Return key.
10. All of the above can be summed up by the common sense rule: *"Leave IT Better than You Found IT."* User agrees to this.

Meeting Hall User Guidelines

1. Put all trash into dumpster; place clean plastic liners in garbage cans
2. Remove all food, drinks, and any other items furnished by the User.
3. Vacuum carpet, damp mop vinyl floors, clean bathrooms, leaving all areas clean.
4. Arrange tables and chairs.
5. Adjust thermostat to summer or winter setting, insure refrigerator doors are closed, turn off all water faucets, and turn off lights.
6. Lock doors.
7. Return key.
8. All of the above can be summed up by the common sense rule: "*Leave it Better than You Found It.*" User agrees to this

Non-Negotiables

1. No illegal or immoral activities allowed.
2. No amplified music or other noises above voice level after 9:00 PM Sunday through Thursday, after 11 :00 PM on Fridays and Saturdays.
3. Park vehicles in marked spaces only.
4. No fireworks without special permission from the Board.
5. Any use of alcoholic beverages shall be in accordance with the Alcohol Policy approved by the Vestry on September 17,2002.

These facilities are available for use by Holy Cross church groups. Holy Cross members, those of the Holy Cross community such as AA and scouting groups, and outside commercial interests.

Application for use of these facilities shall be made to the Managing Board. The order of priority and fees shall be as follows:

1. Holy Cross church function--no application required. sign up only, no charge.
2. Holy Cross community -- no application required, sign up only, donation accepted.
3. Holy Cross member for private function= refundable deposit of\$200; suggested donation of \$1 00 Commercial interest -- \$500 usage donation, refundable deposit of \$200, and certificate of insurance.

In all functions, there will be a single person who is responsible and liable.

We are blessed with wonderful facilities. We ask everyone to help us improve them just a wee bit with each function that occurs there. Collected fees will be used to defray operating expenses.

This policy may be amended from time to time as recommended by the Board and approved by the Vestry.

Adopted and passed as amended by the Vestry on April 20, 2004.