

## **POLICY**

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.

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.

Requests for use of these facilities shall be made to the Managing Board through the Church Secretary. 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 -- \$200 usage fee to be collected in advance.
4. Commercial interest -- \$500 usage fee to be collected in advance, and certificate of insurance (consistent with the level of liability insurance carried by Holy Cross Episcopal Church).

References to Holy Cross Members are as defined in the By Laws, Article II.

### Conditions for Use - Non-Negotiable

1. In all functions, there will be a single person who is responsible and liable.
2. Illegal or immoral activities are not allowed.
3. Amplified music or other noises above a voice level after 9:00 P.M. Sundays through Thursdays or after 11:00 PM Fridays and Saturdays are not allowed.
4. Vehicles must be parked in marked spaces only.
5. Fireworks are not allowed (per City of Simpsonville Ordinance).
6. Any use of alcoholic beverages shall be in accordance with the Alcohol Policy (ADM-001).

### Facilities Available for Use

1. Parish Hall: Parish Hall, kitchen, toilets and common areas
2. Meeting Hall: Room A with toilets and break room facility
3. Meeting Hall: Room B with toilets and break room facility
4. Pavilion: Seating area and fireplace, kitchen, grill and toilets. The Pavilion storage rooms are not included and are not available for use other than for Church functions.

Requests for use of other areas of the church property will be considered on a case-by-case basis and reviewed by the Board or a Staff Member.

### **Facilities Management**

Ongoing management of the Meeting Hall, Pavilion and Parish Hall 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 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.

User fees for the facilities will be used to defray operating expenses, used for set up, and for cleaning and maintenance if required.

### **PROCEDURE**

#### **Requests for Use of Facilities**

Individuals or groups wishing to use the Church facilities must prepare and submit a Request Form (see attached) to the Church Secretary with the appropriate User Fee, if required, at least two weeks in advance of the requested use date. (*Exception: Holy Cross Church or community functions*)

The Church Secretary will provide the requestor with a copy of the Request Form and the "Cleanup Checklist" which must be completed and returned following the event.

**Request Form and Checklist Form attached as part of this policy.**

**Parish Hall Cleanup Checklist**

Use Date: \_\_\_\_\_

1. Remove all food, drinks and any other items furnished by the User.
2. Arrange tables and chairs.
3. Ensure refrigerator doors are closed
4. Turn off the coffee maker and clean pot(s).
5. Turn off all water faucets
6. Turn off lights.

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 Cleanup Checklist**

Use Date: \_\_\_\_\_

1. Remove all food, drinks and any other items furnished by the User.
2. Arrange tables and chairs.
3. Adjust the thermostat(s) to \_\_\_ degrees in summer or \_\_\_ degrees in winter.
4. Ensure refrigerator doors are closed
5. Turn off the coffee maker and clean pot(s).
6. Turn off all water faucets
7. Turn off lights.
8. Lock all doors.
9. Return Key

All of the above can be summed up by the common sense rule: *"Leave It Better than You Found It."*  
User agrees to this.

**Pavilion Cleanup Checklist:**

Use Date: \_\_\_\_\_

1. Remove all food, drinks and any other items furnished by the User.
2. Return CLEAN cooking utensils their original storage location.
3. If the grill has been used, remove charcoal pans and close the grill cover.
4. Turn off the range.
5. Turn off the makeup air system
6. Turn off the heating/air conditioning unit
7. Ensure refrigerator doors are closed
8. Turn off all water faucets
9. Turn off light
10. Close pass thru shutter and lock
11. Lock all doors.
12. Return Key

All of the above can be summed up by the common sense rule: *"Leave It Better than You Found It."* User agrees to this.

**All items on the Check List were completed as required:**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Lessee

**Request Form**

**Pavilion, Meeting Hall and Parish Hall Functions**

**Application Date:** \_\_\_\_\_

**Person Responsible:** \_\_\_\_\_

**Holy Cross Member (circle one):**    **YES**        **NO**

Contact Information:

**Street Address:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Facilities Requested (circle all that apply):** Pavilion/bathroom    Pavilion Kitchen

Meeting Hall Room A    Meeting Hall Room B    Parish Hall    Other: \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Period:** \_\_\_\_\_ **Beer or Wine?** Yes    No    *Circle one*

We are blessed with wonderful facilities. We ask everyone to help us improve them just a wee bit with each function that occurs here.

Fees will be used to defray operating expenses, used for set up, and for cleaning and maintenance if required.

I have a copy of the Operating Policy and I understand the guidelines to which facility (Meeting Hall, Pavilion and/or Parish Hall) I am placing a rental agreement upon.

**User Signature:** \_\_\_\_\_

**For Office Use**

**Fee Collected:** \_\_\_\_\_  
(Check(s) should be made payable to Holy Cross with "Facilities Fund" in the memo section)

After fee payment, has the event been confirmed on the church calendar? **Yes**\_\_ **No**\_\_

Approved by:  
**Holy Cross Staff or Board member:** \_\_\_\_\_

**Date:** \_\_\_\_\_