

Holy Cross Episcopal Church

Property Use Policy – Adopted by the Vestry 12/16/2015

The primary use of Holy Cross' property and facilities is to support the fulfillment of the Holy Cross Episcopal Church's program and its mission within this community. (Affiliated)

The secondary use of Holy Cross' facilities shall be for other churches and community groups when not being used under the above conditions. (Unaffiliated)

Generally for-profit and commercial use is not allowed, but may be considered if there is benefit for Holy Cross members. Partisan political groups are NOT allowed to use the building.

Use of the facilities will be governed by the following guidelines:

1. Use Priority

a. Affiliated

- Holy Cross and members of Holy Cross
- Groups sponsored by Holy Cross
- Other Episcopal Churches / Episcopal Church organizations

b. Unaffiliated

- Other Churches
- Formal non-profit, community oriented service groups or cultural organizations
- Civic, service, or local neighborhood organizations
- Informal special purpose or short term non-profit groups (e.g. AA)

2. Scheduling

a. Affiliated

Send an email to admin@hcew.org with details of your event. Admin will contact you if there are scheduling conflicts or more information is needed. Your event will thus be scheduled on the website calendar with a confirmation email from Admin and notice sent to the Property Team.

b. Unaffiliated

All requests for use of the building and grounds by Unaffiliated organizations must be made in writing using the Property Use Policy Application under "Events" on our website, www.holycross-episcopal.org, and sent to the Chair of the Vestry Property Team at least four weeks in advance of the proposed event. **The Vestry Property Team may refuse to approve any application at its discretion.**

c. General

- i. Specific guidelines regarding the scheduling of baptisms, weddings, funerals, and Warner Memorial Garden events are set out under separate policies.
- ii. Parishioners have priority in regard to scheduling the fellowship area, however there will be no events held that conflict with regular scheduled church services.
- iii. Requests for regular weekly, monthly, or other periodic use by Unaffiliated groups may be approved for up to one calendar year by the Vestry, and may be renewed annually thereafter.

- iv. Only those facilities agreed upon in advance by Holy Cross may be used. The fire pit is for Affiliated use only.
- v. The Administrative Office and the Godly Play classroom cannot be used.
- vi. Arrangements must be made to open and lock the building. This will be coordinated with the Junior Warden or Property Team Chair.
- vii. Materials needed for specific events may be stored in the building by prior arrangement if space is available and coordinated with the Junior Warden or Property Team Chair.
- viii. Borrowing of church property is discouraged due to potential for damage and subsequent non-availability for Parish use. Borrowing is limited to Parish members with express permission of the Senior Warden, Junior Warden or Property Team Chair. Church audio equipment and musical instruments may not be borrowed.

3. Admission Charges

No Unaffiliated group may charge an admission fee for any event held at Holy Cross.

4. Security and General Liability Release

- a. Users will hold harmless Holy Cross from all liabilities resulting from holding events on the Holy Cross property including but not limited to: personal injury, vandalism and/or damage to the church property or to vehicles parked in the church parking lot. The users are responsible for behavior at the event and that the county Noise Ordinance is not violated. Users are responsible for damages to the facilities above normal wear and tear and the cost to repair such damage will be billed by Holy Cross to the user with payment due within 30 days of the event.
- b. Unaffiliated users are required to provide Holy Cross with a Certificate of Liability Insurance that shows commercial general liability insurance sufficient to protect Holy Cross Episcopal Church and The Episcopal Diocese of East Carolina against risk with a minimum of at least \$1,000,000 per-occurrence limit, general limit, and \$1,000,000 general aggregate which names Holy Cross Episcopal Church and The Episcopal Diocese of East Carolina as additional insureds by endorsement.
- c. Parental Release must be provided to Holy Cross with respect to any minor that is not supervised by a parent or legal guardian while attending an event on Holy Cross property.
- d. Children and youth must be supervised by at least two adults. The required ratio is one adult per five children age 7 and under; one adult per 10 children over age 7.
- e. No keys or passcodes will be issued to Unaffiliated groups.

5. Maintenance

- a. **All Users** or their contracted cleaning service must render the facilities to its original condition (ready for Church services) immediately at the end of the event or forfeit their deposit.
- b. Any group that uses the kitchen will not leave food in the refrigerator.
- c. All interior lights must be turned off (other than those in the kitchen and bathrooms) before leaving the building, all doors and windows secured, and trash and recyclables removed to the bins behind the garage.
- d. Any group that uses the building will be responsible for setting up and taking down of any chairs, tables, etc. If the fellowship area or other rooms are used it is the user's responsibility to return the rooms to their original state.

6. Smoking Policy

- a. Smoking, including the use of “e-cigarettes” is prohibited in all church buildings.
- b. Smoking may be permitted on the church grounds provided it is 50 feet away from church buildings or outside activities being held on the church property.

7. Alcohol use policy

- a. Specific approval must be obtained from the Senior Warden, the Junior Warden or the Rector for the serving of alcoholic beverages at any event held at Holy Cross.
- b. Only beer, wine, or champagne may be served if approved.
- c. At any youth function, consumption of alcohol is prohibited.
- d. Whenever alcohol is served, non-alcoholic alternatives must be offered and food should be served.
- e. All applicable federal, state and local laws must be followed, including those requiring permits or licenses.

8. Event Signage

- a. All exterior signs must be neat, concise, well-constructed and anchored and have the prior approval of the Junior Warden or Property Team Chair before placement. Signs must meet all local, city and state requirements.
- b. The sponsoring organization is responsible for the removal of signs within 24 hours following the conclusion of the event.
- c. Signs may be posted no more than two weeks before the event.

9. Donations and Deposits

- a. With the exception of weddings, donations for property use are not expected from an Affiliated user including those hosting Diocesan meetings, the Wilmington Ultreya for Cursillo in Christianity, Episcopal Church Women, and Episcopal Youth groups.
- b. Donations for weddings held at Holy Cross by other Episcopal churches or denominations are to be provided as required by the Holy Cross guidelines for Weddings.
- c. For Unaffiliated organizations, the following minimum donations are expected at least seven (7) days prior to an event:
 - i. Sanctuary \$50 per hour / \$250 per day
 - ii. Fellowship Area \$50 per hour / \$250 per day
 - iii. Class Room per hour \$10.00 (3 hour min)
 - iv. Outside Grounds \$150 per ½ day \$250 per day
- d. The kitchen area at Holy Cross is designated a “Warming Kitchen”. Agreed use of the kitchen will be subject to a donation of \$100 to the Church at least seven (7) days prior to usage.
- e. A Security Deposit of \$150 is required at least seven (7) days prior to the event if the application is accepted and the agreement is signed. The deposit will be returned within 14 days, provided all Policy terms and conditions have been met.
- f. In some instances the Vestry may consider waiving some or all of the expected donations or deposits upon the recommendation of the Senior Warden, Junior Warden, Rector, and/or Property Team Chair. (Would require a “Hold Harmless” guarantee signature).

Application for Property Use

To:

Property Team Chair

Holy Cross Episcopal Church
5820 Myrtle Grove Road
Wilmington, NC 28409
910-799-6347

From:

..... (Print Name of Organization)

..... (Address of Organization)

..... (Print Name of Contact)

Contact Details:

Address:

Phone Numbers:

E-Mail Address:

Description of Event:.....

Date of Event:..... Time from..... To.....

Estimated Number of People in Attendance:

Will minor children be accompanied by their parent or legal guardian? Yes / No

Please accept this application as formal request to use the following:

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary Area | <input type="checkbox"/> Outside Grounds |
| <input type="checkbox"/> Fellowship Area | <input type="checkbox"/> Warming Kitchen |
| <input type="checkbox"/> Classroom | |

Explain how each area or other property is to be used:.....

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A Certificate of Liability Insurance noting the interest of Holy Cross Episcopal Church per Policy Section 4b is enclosed together with a Security Deposit of \$150.

A donation to Holy Cross Episcopal Church totaling \$ _____ will be provided seven (7) days prior to the event.

I have read and agree to all terms and conditions of the Holy Cross Episcopal Church Property Use Policy on pages 1 through 3 above. I confirm I legally bind the group requesting use of the building and grounds to the Policy terms and conditions.

Signature of Applicant.....Date.....

Approved by.....Date.....

Senior Warden, Holy Cross Episcopal Church, 5820 Myrtle Grove Rd., Wilmington, N.C. 28409