



# The Episcopal Church of Saint Mary

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## **GUIDELINES FOR USE OF BUILDINGS & GROUNDS BY NON-MEMBERS**

*November 12, 2015*

1. Our Sanctuary, our Parish House, and our grounds are community resources available for use by anyone. (This excludes the Rectory area, since it serves as a private residence.) Saint Mary's maintains these resources for the benefit of our parish family as well as for anyone else who might be blessed by using them.
2. All reservations for the usage of buildings and grounds are maintained and managed by our Parish Administrator, under the direction of the Rector.
3. Our parish members and our parish groups always have the first opportunity to reserve usage of our facilities. However, once a non-member's event is booked on our schedule, it will not be voided, even if a parishioner requests that time already reserved.
4. All events on our campus must align with our core values and principles. These include the following: non-discrimination and inclusivity, non-violence and respect for the safety and well-being of all people, spirituality and the sacred value of each human being. Violation of any of our core values and principles, as judged by the Rector, may result in the immediate dismissal of any person or group from our campus.
5. Our Sanctuary and our Chapel are sacred places for community worship. It is vital that these spaces are not violated in any way. The program for each event scheduled to be held within either of these spaces must be sent for review by the Rector at least two (2) weeks prior to the event itself.
6. The organ at Saint Mary's is a very special treasure. If you wish to have the organ in the Sanctuary played at your event, please speak with the Parish Office in order to connect with our Organist, Bruce Fithian. No other person is ever allowed to play Saint Mary's organ without explicit prior approval given by Mr. Fithian. The organist is paid for his or her services directly by those who are requesting this. Please ask the organist about this.
7. Since these buildings and grounds are community resources under the care and stewardship of this congregation, we request that appropriate donations are made by all who wish to use them (members and non-members alike) in order to maintain the buildings and grounds and to support the mission of our faith community. All donations to Saint Mary's are tax deductible. Suggested minimum donations are as follows:
  - a. For a wedding in the Church Sanctuary: \$1200
  - b. For a small wedding in the Chapel: \$400
  - c. For holding a reception at Saint Mary's: \$1800

8. Discretion about what is an appropriate donation is to be used by the Rector when discussing and scheduling other events.
9. The scheduled use of any of our facilities includes general access to our parking areas, to the restrooms in the Parish House, and to our lawns, gardens and playground equipment, unless any of these areas are in use at that time by another group. Areas that are strictly off-limits include the four (4) office rooms in the Parish House, the Rectory and it's garage, and the Churchyard and Burial Garden.
10. General access to the Kitchen for supplies is included in use of the Parish House. However, this does not include the right to cook. Any requests to prepare and cook food in the Kitchen must be reviewed and discussed in advance with our Parish Administrator.
11. A state license is required for any event which includes the sale or consumption of alcoholic beverages at Saint Mary's. A caterer who serves alcoholic beverages must provide proof of state license to do so.