

Regulations Governing Use of the Parish Hall

Grace Episcopal Church

Keswick, VA 22947

Purpose Statement

The Parish Hall exists by reason of the generosity of members of the Grace Church community and is intended primarily to support the ministry of Grace Episcopal Church. However, the Parish Hall may also be used for activities of charitable and educational organizations that serve the community and for certain activities of other organizations and private members of the community, as defined in the “Eligibility Guidelines” and “Application and Approval Process” below. The purpose of these regulations is to establish the terms upon which the Parish Hall may be used for non-church related activities. *Church related events take precedence over all other uses.*

In addition to use and control of the Church and Parish buildings for the discharge of duties of the Rector’s Office, as provided by canon law, the Rector shall have the right to grant use of the buildings to individuals or groups from outside the Parish, following guidelines approved by both the Rector and the Vestry (Letter of Agreement, Section F).

Eligibility Guidelines

Subject to the conditions of these regulations, the following categories describe organizations and individuals who may use the Church Parish Hall, subject to availability and approval. The Rector may consult with the Senior Warden and Vestry to determine appropriate use of the Parish Hall in exceptional circumstances.

Category A: Charitable, Educational and Public Service Organizations

An organization shall be considered charitable or educational if it qualifies under Section 501(c)(3) of the Internal Revenue Code or if the Rector otherwise concludes that the organization possesses the necessary qualifications of a meeting for the public good. These organizations may apply for use of the Parish Hall on a recurring basis for regularly scheduled events.

Category B: Grace Church Affiliations

Category B includes individuals who are members, parishioners, or friends of Grace. This category also includes those who are relatives of persons buried in the Grace Church cemetery or whose circumstances the Rector determines as sufficient to establish a Grace affiliation. Private use of this type includes activities such as wedding rehearsals and receptions, funeral receptions, parties, meetings, and similar events.

Category C: Others

Organizations and individuals other than those described above may use the Parish Hall for wedding rehearsals and receptions, funeral receptions, parties, meetings, and similar events.

Application & Approval Process

- Availability Status: Organizations and individuals who meet eligibility guidelines, should contact the [Parish Administrator](#) to determine if the desired date and time is available. The Parish Administrator may be reached by emailing parishadministrator@gracekeswick.org or by calling the main church office at 434-293-3549. If the desired date and time is available, the event will be *tentatively scheduled* as a HOLD on the church calendar, pending receipt and approval of the Parish Hall Use Application by the Rector. An event time will begin when set-up commences and stop when the clean-up has been completed (with the exception of liturgical events such as weddings and funerals).
- Applications can be found on the website or through contacting the Parish Administrator. There are three options for submission:
 - [Complete and submit online](#);
 - Complete & submit directly to the church office or leave in the dropbox outside the Parish Hall Office side entrance; OR
 - Complete and mail to Grace Church, Attn: Parish Administrator, P.O. Box 43, Keswick, VA 22947.

- Approval Process:

The Parish Administrator will review the application for completeness, then forward to the Rector for determination that the proposed use is suitable for conduct on church-owned property and for confirmation of eligibility category. The Rector has the right to approve an exception to the thirty (30) day advance notification period. In the absence of the Rector, the Senior Warden may make decisions in accordance with this Policy.

Once approved, the Parish Administrator will notify the requestor(s) and confirm the planned event on the church calendar. Applicable deposits and fees will be discussed at this time, in accordance with this policy (See Deposits and Fees Section below).

Either a copy of the organization's or individual's insurance liability policy with the church named as an additional insured entity OR a Hold Harmless Agreement must be on file in the church office with the approved application. If a Hold Harmless Agreement is checked as the preferred option on the application, the Parish Administrator will provide this to the requesting organization or individual for review and signature, upon approval of the application. Insurance documentation must be on file prior to the event, preferably no later than one week prior to the planned event.

If alcohol is to be served as indicated on the application, the Parish Administrator will provide a copy of the Vestry Policy on Alcohol Use. Requesting organizations or individuals must agree to comply with the Vestry Policy on Alcohol Use and conditions as described in this policy (see Prohibitions Section below).

Deposits and Fees

The Vestry has the authority to determine deposit and fee schedules associated with use of the Parish Hall (Diocesan Canon 11, Section 12; Diocesan Canon 12, Sections 6-7). A Security Deposit, Custodial Fee, Rental Fee, and Kitchen Fee *may be* required, dependent upon the requested use, as described in the application, and in accordance with the approved Eligibility Category. *There are no deposits and fees applicable, regardless of the Eligibility Category for funeral receptions; however, a donation to the church may be given.*

- **Security Deposit:** applies only to applicants in Category C and covers any possible loss or damage to church property. The Security Deposit will be held until after the event is completed and is fully refundable, less any charges for loss or damage to church property. Any loss or damage in excess of the Security Deposit must be collected following the event in timely manner. If a planned event is cancelled in advance, the Security Deposit will be refunded to the applicant in accordance with this policy (see Cancellation Policy Section below).
- **Custodial Fee:** applies only to applicants in Category C and covers expenses of the church sexton to open/secure the building and provide necessary cleaning services. The sexton is paid hourly by Grace, as per Letter of Agreement on file, for applicants in Categories A & B. The requestor in Category C will pay the Custodial Fee directly to the sexton immediately following the event.
- **Rental Fee:** applies to applicants in Categories B & C and covers expenses related to general Parish Hall rental. The Parish Hall must be returned to its original condition at the conclusion of the event, including the placement of rugs and furniture. The Rental Fee is paid directly to Grace Church based on application details.
- **Kitchen Fee:** applies to applicants in Categories B & C and covers expenses related to use of the Parish Hall kitchen. The Kitchen Fee only applies if use of the kitchen is indicated on the application. The Kitchen Fee is paid directly to Grace Church based on application details.

All deposits and fees, if applicable and as outlined in the table below, must be paid and given to the Parish Administrator for processing by the Office Administrator *no later than fifteen (15) calendar days prior to the planned event.* If deposits and fees are not paid in a timely manner, Grace reserves the right to cancel approval to use the Parish Hall for the planned event and/or future events by that organization or individual, as determined by the Rector.

Current deposit and fee schedules, set by the Vestry, are listed below.

| | Category A | Category B | Category C |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------|
| Security Deposit | No deposits or fees required. However, a donation to the church is requested to defray costs of the event (e.g. heating, air conditioning, electricity, open/secure building, and clean-up) | N/A | \$750/event |
| Custodial Fee | | N/A | \$30/hour paid directly to the sexton |
| Rental Fee | | \$150/hour | \$300/hour |
| Kitchen Fee | | \$25/hour | \$50/hour |

Prohibitions and Restrictions

Smoking is not permitted on church grounds or in the Parish Hall.

Use of alcoholic beverages is limited to beer, wine, or champagne and if planned to be served, must be indicated as such on the application. Liquor is prohibited. If alcohol is served, a non-alcoholic beverage must be available in an equally attractive and identifiable manner.

The Parish Hall shall not be used for any commercial or business activities.

Cancellation Policy

The cancellation of a planned event, regardless of the applicant's Eligibility Category, must be submitted, in writing, to the Parish Administrator, as soon as possible prior to the planned event.

Any Security Deposit paid in advance by applicants in Category C will be refunded in full.

All *Fees* received prior to the cancellation will be refunded to the applicant.