

ST. MATTHEW'S EPISCOPAL CHURCH BUILDING USE POLICY

Revised: July 2019

Purpose

St. Matthew's Episcopal Church is a community of people invited by Christ to meet him at his table, in each other, and in our neighbors. As apprentices, we practice following the Way of Jesus as expressed in the Anglican tradition, in the power of the Spirit, so we can participate in God's healing of ourselves and the world. One of the core spiritual practices in Jesus' way is hospitality. St. Matthew's Way of Jesus describes hospitality as "opening space in our hearts and lives to give and receive in relationship with neighbors and strangers."

We are called to engage in this practice while also focusing on the one thing God's church is called to do; the one thing no other organization does: sharing the Good News of Jesus and apprenticing people into his way. The following policies reflect our faith community's discernment about how to make sure our facilities are available for worship, faith formation including spiritual practice groups, and the ministry teams of St. Matthew's to meet, pray, reflect, and plan, while also opening our space to the wider community. While we are open to hosting groups not affiliated with St. Matthew's, our call to participate in God's hospitality encourages us to require a church host for each event or gathering in which church members are not involved.

Given that the people of St. Matthew's are involved in a variety of nonprofits working to provide a hopeful future for men, women, and children on the margins of our society and world, we desire to support the ministries (both paid and volunteer) congregation members are involved in. When possible, we also want to prioritize and support groups who might not otherwise have access to spaces like St. Matthew's parish hall, kitchen, library, and common room.

The policy below is intended to provide guidance for the use of our facilities so they may be used to the fullest extent possible while at the same time ensuring that the core ministries and activities of the church have priority of use. We also don't want to so overcommit our spaces that we cannot remain open to new opportunities the Holy Spirit is bringing forth.

Building Use Order of Priority and Approval Process

Priority I

Liturgical events, services of worship and activities related to worship and Christian formation have priority over all other events for use of building space. These events may include the noonday Eucharist, funerals, church classes, and gatherings for specific or all ages.

Fee: None

Approval: By office manager in consultation with rector; no Building Use Request required

Priority II

Activities related to or sponsored by committees or ministry teams of the Vestry or parish ministry groups have second priority of use of the church facilities. These include ministry team meetings and activities such as Project Home.

Fee: None

Approval: By office manager in consultation with rector; no Building Use Request required

Priority III

Parishioners of St. Matthew's may use the church facilities for family events and other activities that are not in conflict with the purposes and mission of the parish. This priority provision is intended for one-time, not ongoing or regularly-scheduled, use.

Fee: No fee for library or common room. Custodial fee of \$100.00 for Parish Hall and/or kitchen. Additional donations gladly accepted for all spaces!

Approval for events without alcohol: Office manager in consultation with rector approves Building Use Request

Approval for events with alcohol (group size under 30): Group must comply with the Alcohol Use section of this policy. Rector approves Building Use Request

Approval for events with alcohol (group size 30 or more): Group must comply with the Alcohol Use section of this policy which includes a requirement for a licensed, insured alcohol distributor hired by the group. Rector approves Building Use Request

Priority IV

Church facilities may be used by families and non-profit groups that seek to meet the spiritual, physical, educational, and social needs of our broader community. Sundays and Wednesdays are reserved solely for Priorities I-III, so Priority IV events must be scheduled for Monday, Tuesday, Thursday, Friday, or Saturday.

Fee: Please see Building Use Fee Table; the Rector may waive or modify fees as needed to ensure equitable access to our building.

Approval (one-time events): Requires host from St. Matthew's; Rector approves Building Use Request

Approval (ongoing events): All ministry staff and Vestry approve Building Use Request

Coming in 2020, Perhaps: Priority V—Commercial Use

The potential for commercial use of St. Matthew's facilities will be evaluated in Fall 2019.

Weddings: The Vestry has adopted a separate policy for use of the church for weddings.

Alcohol Use: Beer, wine, and champagne are the only alcoholic beverages that may be served. In addition:

- Non-alcoholic beverages and food must be served in addition to beer or wine.
- The rector must approve a request to provide beer or wine.
- Beer and wine must be restricted to the kitchen and parish hall.
- For gatherings of fewer than 30 people, each person must be limited to two alcoholic beverages.
- For groups of 30 or more, a licensed, insured alcohol distributor must be hired to pour and to limit each person to two alcoholic beverages.
- All federal, state and local laws relating to serving of alcohol, including not serving alcohol to minors or to intoxicated persons, must be observed.
- Alcohol may not be sold.

Priority of Use and Scheduling Conflicts: Occasionally, a scheduled use of facilities by one group may conflict with the building use needs of another group. In these cases, precedence will be determined by the priority classification of the two users. For example, the Priority IV regularly-scheduled use of the undercroft by the Cub Scouts would have to give way to Priority II use of this space for Project Home. Scheduling conflicts between groups within the same priority classification shall be resolved by the Rector. Regularly scheduled groups may not be asked to move or reschedule more than twice a year.

Sanctuary and Chapel: The sanctuary and chapel are primarily places of worship. However, the Rector may approve use of these spaces for other purposes by individuals or groups. Fees will be charged at the Rector's discretion.

Nursery: If childcare is offered at an event, it must be supervised by two St. Matthew's providers who have completed Safe Church training. A fee of \$25.00 per hour will be charged to compensate the childcare providers.

Building Use Agreement: The St. Matthew's Building Use Agreement and its provisions are incorporated as part of this policy.

Priority IV Building Use Fees

We recognize that the families and non-profit groups using our facilities are not richly endowed. Therefore our building use fees are set at the level necessary to recover the costs of operating and maintaining the building while still making the facilities accessible to families and non-profit groups with small budgets.

FEE SCHEDULE; Payment due at time of approval			
	Full-Day	Half-Day (4 hrs or less)	Refundable Damage Deposit Deposit will be refunded after event if no damage has occurred
Common Room	\$45.00	\$25.00	None
Library	\$60.00	\$40.00	None
Parish Hall only	\$300.00	\$200.00	\$200.00
Kitchen only	\$300.00	\$200.00	
Kitchen and Parish Hall	\$400.00	\$250.00	

Groups wanting to serve food at an event may wish to use catering provided by the Brother Lawrence Guild. Please contact the church office for further information.