

# ST. MARGARET'S EPISCOPAL CHURCH

## FACILITY USAGE GUIDELINES

St. Margaret's Episcopal Church is happy to extend the use of our facilities to outside groups and organizations for meetings and other gatherings. The event must be in line with St Margaret's over all mission: "St. Margaret's Episcopal Church is a joyful community, grounded in the love of Christ that welcomes and includes all with meaningful worship, service to our community and commitment to growing as faithful Christians."

Scheduling and approval are dependent on availability, with priority given to activities of the Church, as well as members of our congregation. Before reading our established guidelines for groups using Church facilities, please note the following:

- St. Margaret's is a smoke free and drug free facility.
- All events must be deemed mission appropriate to St. Margaret's.
- All user groups are responsible for conducting their activities in a safe manner. Any and all damage to Church property shall be paid for by and is the sole responsibility of the user. Any non-St. Margaret's Church event using the facilities must provide evidence before the event of adequate liability insurance coverage and name "St. Margaret's Episcopal Church of Baton Rouge and the Episcopal Diocese of Louisiana "as an additional insured. Amount of Required Coverage \$1,000,000.
- Facility capacity is 125
- All events must end and the building(s) vacated by 10pm
- Any alcohol served or consumed on premises for the event must adhere to St. Margaret's Alcohol Policy contained in this usage guideline.

### Scheduling

Reservations for use of St. Margaret's Church or facilities must be made with the parish administrator and approved by the Rector.

### Access

Depending on the time and nature of the event, a key may be issued for building access. If so, the key may be picked up during regular office hours. Monday -Friday from 9am-1pm. If access for advance preparations, flower delivery, catering, etc., will be needed, a member of the requesting group must be present at the property to take delivery. The door key must be returned to the Church Office on the next workday after the event.

## Decoration and Furniture Arrangement

No decorations may be attached to the ceilings or walls in a manner that will cause punctures or holes.

Decorations may be attached to walls with masking tape or other non-adherent tape (tape that will not damage the surface paint finish). All such tape and fragments must be removed at the end of the event.

Furniture may be rearranged to suit the needs of the meeting group but must be returned to its original position.

## Kitchen Use

Please note the location of the fire extinguisher and vent fans before beginning any cooking. All kitchen utensils and equipment must be washed, dried, and put away at the end of the event.

All countertops and stove tops must be cleaned.

Crumbs and other debris must be cleaned from tabletops, chairs, and the floor wherever cooking and eating take place.

Leftover food may be left in the refrigerator for church use if covered with plastic or foil and labeled.

All disposable supplies- i.e. paper goods, soaps, towels, storage bags/ wrap/foil – must be supplied by the group.

All waste from serving food and beverage, must be collected, placed in garbage bags (cans and bags will be provided) and placed in the church dumpster.

## Alcohol Policy

The Church must be informed if any alcohol will be served.

No one under the legal drinking age of 21 can be served alcohol. Check Identification.

Alcohol must be set up in a separate area and someone assigned to serve the drinks and monitor access.

Do not serve anyone who appears to be inebriated.

Make sure non- alcoholic beverages are readily available.

The sponsor of an activity takes responsibility for –and is legally liable for--intoxicated persons.

That's the law. This responsibility may include providing transportation home.

No alcohol may be sold.

## Insurance

Insurance coverage for private events is not covered under St. Margaret's insurance. All user groups must provide general liability insurance for bodily injury and property damage on the premises showing "St. Margaret's Episcopal Church, 12663 Perkins Rd, Baton Rouge , LA 70810 and the Episcopal Diocese of Louisiana" as added insured. Required coverage is a minimum of \$1,000,000 combined single limit for any one occurrence. A copy of this insurance must be provided no later than one week prior to the event. Should this info not be provided the event will be cancelled and any deposits will be forfeited.

## General

Doors must be securely locked at the end of the event.

All lights should be turned off before locking up.

Use must be restricted to the specific facilities reserved.

Children should not be allowed to run free within other areas of the Church

## Deposit/Fees

Please see attached Schedule of Usage Fees for detailed costs.



## Church Facility Usage and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of (hereafter the "Organization") of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the buildings and grounds of St Margaret's Episcopal Church, 12663 Perkins Rd, Baton Rouge, Louisiana (hereafter the "Church") on \_\_\_\_\_ for the purpose of \_\_\_\_\_

Hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, buildings, and grounds as well as all appliances and fixtures in the activity, I/We release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form in the Activity.

I/We represent that our organization has general liability insurance with coverage limits of \_\_\_\_\_ in effect as of the date of the Activity. I/We agree to name the St Margaret's Episcopal Church and the Episcopal Diocese of Louisiana as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church no less than one week prior to the date of the Activity.

I/We further state that I/We are authorized to sign this agreement that I/We understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
\_\_\_\_\_  
(Organization Name)

BY:

Signature \_\_\_\_\_

Title \_\_\_\_\_



Reflecting its joyful community, grounded in the love of Christ that welcomes and includes ALL, St. Margaret's Episcopal Church welcomes gatherings, for parishioners and non-parishioners on its 127,000 square-foot campus, which includes outdoor grounds for meditation, picnic, religious and community gatherings, as well as ample parking. The fees listed below for both facility usage and support services aid in covering costs such as maintenance for buildings and grounds, staffing, and janitorial services. St. Margaret's is grateful for any donations made in addition to those listed below, and all donations received which exceed such goods and services are tax deductible to the full extent allowed by law.

## Schedule of Usage Fees

### Sanctuary and Narthex

(4 Hours Maximum)

Weddings (Parishioners)	Suggested Donation \$250
Weddings (Non-Parishioners)	\$500
Funerals (Parishioners)	No Charge, Donations Appreciated
Funerals (Non-Parishioners)	\$300
Other Religious Services (Private)	\$200
Non-Religious Private Memorial Service	\$200
Rehearsals and Recitals (Parishioners)	No Charge (Up to 3 Rehearsals)
Rehearsals and Recitals (Non-Parishioners)	\$50 per hour
Class or Group Meeting	\$200 per event
Neighborhood Meeting Open to the Public	\$300
Public Events Charging Admission	\$300
Use of Piano/ Organ (Requires Approval of Music Director)	\$75 plus tuning fees

### Lyle Hall

Lyle Hall with Use of Kitchen	\$500
Lyle Hall without Use of Kitchen	\$300

### Church Library

(4 Hours Maximum)

Small Meeting Room	\$30 (up to 30 people)
Church Library only	\$50
Other Recurring Meetings	Negotiable

\* For Recurring Meetings, please contact church office

## Schedule of Support Services

Officiating Priest	\$300
Site Manager	\$25 per hour (2 hour min)
Custodian	\$150
Pianist/Organist	\$150
Vocalist (ea)	\$75
Event Set Up Fee	\$100

