

## **ST. MARK'S EPISCOPAL CHURCH**

111 West Shore Road

Warwick, RI 02889

[www.stmarkswarwick.org](http://www.stmarkswarwick.org)

<http://Facebook.com/stmarkswarwick>

401-737-3127

### **CALENDAR/BUILDING REQUEST FORM**

#### Introduction:

This form has been created in an effort to properly record and coordinate all activities and events at the church, and to prevent any major conflicts on the calendar and in the use of the building. This form must be approved for an activity or event to be calendared and/or the use of church facilities. Approval IS subject to Rector and Vestry. Rector and Vestry are authorized to refuse the request or cancel any activity if the activity does not conform to the intent and/or restrictions outlined. No smoking permitted in the building. Fees can be waived or reduced per Rector's or Vestry's discretion.

#### Intended use:

The use of the building spaces is intended to be primarily for the functions of St. Mark's Episcopal Church groups.

The use by other religious, charitable, or those specifically sponsored by St. Mark's is permitted provided such use does not interfere with normal church functions.

It is intended that any use of these facilities shall be in keeping with the Episcopal Church traditions in reverence to God and respect for all people.

#### Scheduling:

The schedule of events by date-time-facility is maintained on the church calendar by the Parish office. Until the event is entered on the calendar, the time is not reserved. This is the only official Church-wide schedule and will be kept as far in advance as is practical. It includes all routine and repetitive functions as well as special events. In general, after St. Mark's groups routine functions have been scheduled, requests by other groups will be scheduled on a "first come-first served" basis.

#### Usage:

Usage is restricted to religious, charitable, community organizations and those specifically sponsored by St. Mark's. The Rector and Vestry are authorized to approve the use of the facilities by other groups or individuals within the intent of these restrictions.

For other groups or individuals, the time, date or location may be pre-empted for a church function until thirty (30) days prior to the event; at that time, a reservation will be considered firm. In the event of pre-empted scheduling, an alternate schedule will be offered at the time of notification, and if acceptable, will be placed on the schedule. (Exception: Weddings. They will be scheduled with priority by the Rector.)

Proof of insurance is required of all non-church sponsored activities.

There is a \$50 fee payable to the sexton for all one-time activities.

There is no charge other than the fee for the sexton for the use of the Parish Hall for activities relating to funerals or memorial services.

Designation of Groups and related Fees:

1. All St. Mark's groups and Church sponsored activities. There is no additional charge to St. Mark's groups, or church sponsored activities.
2. Church members or occasional private, non-business, family related activities (ex. Family reunions). There is no additional charge to church members for family events.
3. Other groups, organizations and/or individuals, including the use for wedding receptions. (Examples include, AA/Al-Anon, girl scouts, boy scouts). A donation will be worked out with the Rector and Vestry.
4. All organizations that generate any kind of funds or income. (Example and not limited to, Musical groups.) \$50 per event. \$50 per month for on-going activities. \$150 for one full week or \$50 per day for multiple days in one week.

Building use fees may be waived at the discretion of the rector or vestry.

Kitchen:

Use is at the discretion of the Rector and Vestry.

Recurrent use:

Those organizations having recurrent use of the Parish Hall will sign a contract. This contract will terminate with 30 days notice from either side. The contract will include a statement of charges. An acknowledgement of receipt of a copy of the guidelines and a designation of contact persons, with name, address, and phone number will be required.

St. Mark's Episcopal Church, Warwick, RI, does not assume responsibility for personal injury or loss of any kind suffered by users of its facilities.

For purposes of occasional private or business organizations, no alcohol and or smoking allowed in Church, Parish hall, or kitchen.

Keys must be signed for and picked up not more than one business day prior to the event. The key is to be returned during the next business day. Please note that the minimum charge for a lost key is \$10.00. Please note office hours, and contact parish administrator for times @ 401-737-3127.

This Calendar/Building Use Request Form was approved by the Vestry on 8/13/13.