

ALL SAINTS' EPISCOPAL CHURCH

Guidelines for the Use of Church Facilities

Use of the church facilities by individuals, groups and community organizations is allowed. Discretion is largely vested with the Rector to make these decisions, but he is encouraged to confer with members of the Vestry and/or the Wardens in those instances, where additional guidance or input is desired. Otherwise, the following general guidelines shall apply:

1. The group or entity should have a Christian orientation.
2. Individuals or families arranging marriages or funerals should be affiliated with All Saints' Episcopal Church or, at a minimum, be associated with the Episcopal Church.
3. Adequate notice is important. The Rector is free to deny any proposed usage if, in his opinion, there is simply inadequate time to prepare for and accommodate the request.
4. With respect to marriages and funerals, the Altar Guild should be consulted if their support is necessary or required and so that they may schedule and coordinate directly with the family if appropriate.
5. Concerning potential long-term user groups, such as AA, the Rector should consult with the Vestry, and Vestry approval is required.
6. Depending on the proposed use, it may be necessary or appropriate for the Rector to coordinate with the Junior Warden in terms of accommodating the proposed use and adequately protecting the parish facilities, providing access at the required time, and so on.
6. With the exception of marriages or funerals involving a member of the Parish, the Rector should require each approved user to sign a User Agreement.

Dated this _____ day of March, 2016.

ALL SAINTS' EPISCOPAL CHURCH

545 W. 8th Avenue
Anchorage, AK 99510
Tel: (907) 279-3924
email: allsaintsak@gci.net

USER AGREEMENT

All Saints Episcopal Church agrees to allow the use of the following facility(ies):

for the following purpose _____ by the
following _____ group _____ or _____ entity
("User"): _____, which will take
place on _____. By signing below, User agrees to
abide by the following rules and regulations:

1. Fundraising by non-profit organizations is allowed, but no commercial trade shall be permitted.
2. Kitchen equipment may be used with permission. All consumable goods are to be furnished by User. Tables and chairs are available for use; linens are not provided.
3. Alcohol shall NOT be served or consumed on the premises without the expressed written permission of the Rector. Inebriation due to the influence of drugs or alcohol on the premises is STRICTLY PROHIBITED.
4. At the conclusion of the event, tables and chairs must be returned to the location and position requested.
5. Cleaning of the space used will be the sole responsibility of the User.
6. If the event will be catered, the church must be provided a copy of the caterer's license and a certificate of insurance for the event.

7. Smoking is not permitted inside any part of the church building or facilities.
8. Nothing shall be attached to any of the walls.
9. If any equipment malfunctions, or if anything is damaged, the church office shall be notified immediately in writing.
10. The Parish, including the Rector, Wardens and Vestry, are not responsible for loss due to accident, damage, theft or personal injury during the use of these facilities.
11. Prior to the scheduled event, User shall remit payment of \$100 to ASEC, \$75 of which shall be treated as a deposit. In the event there is no damage to the church's facilities or property, and User has complied with these rules and regulations, the deposit shall be returned within two weeks following the scheduled event.

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Print Name: _____
Date: _____

USER

Print Name: _____
Date: _____