

## **ST. PETER'S EPISCOPAL CHURCH BUILDING USE POLICY**

121 Church Street, Phoenixville, PA 19460

Phone: (610) 933-2195, Fax (610) 933-6565, Email: saintpetersphoenix@gmail.com

The facilities and equipment of St. Peters Episcopal Church exist for the primary purpose of use by its members, organizations and ministries.

The priority of use shall be:

1. Recognized groups / functions within the church organization:  
Church services - worship, Sunday School, adult education.  
Regularly scheduled church activities - small group meetings, pantry operation, etc.  
Special events - committee / mission sponsored dinners, music concerts, etc.
2. Church members  
Individual events - anniversary parties  
Weddings, funerals, receptions
3. Outside groups  
Weddings, funerals (Please contact the Church office and the Rector)  
Meeting space  
Church recognized mission oriented activities

All activities must be consistent with the building use philosophy of St. Peter's Church. Approval for activities under category 2 and 3 above is required by the Rector and / or the Wardens. Vestry approval may also be required for long term agreements.

General Conditions:

- Schedule of fees: Please contact the church office at (610) 933-2195 for information.
- Smoking, illegal substances and weapons are not permitted in the building or on the church grounds. Violators are subject to immediate removal.
- Alcoholic beverages are not permitted except by the specific approval of the Rector or Wardens.
- When children are in attendance they must be supervised by their parent or other adults at all times. All children and youth events require supervision by a minimum of two adults over age 21 at all times
- Games of chance such as lotteries, bingo, strip tickets, etc. are prohibited. A door prize raffle such as a wine basket is permissible only by the specific approval of the Rector or Wardens.

Preparation and serving of food

- The St. Peter's Church CFM (Certified Food Manager) must be aware of the event and give approval for any and all food procedures.
- If the using organization has their own CFM, please make their certificate available.
- Special attention is required for preparation of raw meat in the kitchen.
- Prepared foods (pre-processed commercially) that are simply heated in our oven / microwave do not require a CFM.
- Food brought from home and heated in our oven/microwave requires monitoring of internal temperatures.

- Safe food handling practices should be followed. These include servers washing hands thoroughly, protective gloves worn when handling, preparing and serving food.
- The dishwasher may be used, please follow the instructions to assure safe usage. The final rinse must be done after all washing cycles are complete, per the instructions.
- All stoves, ovens countertops must be left in a sanitized condition.
- Ovens and cook tops must be turned off before leaving.
- Countertops must be kept clean and sanitized during and after serving
- Please do not leave any food or drink in the refrigerator or on the countertops.

#### Care of the facility

- All facilities must be left in a clean condition including table tops, chairs, and floors.
- All tables, chairs, other furniture must be returned to their original configuration.
- Decorations or other materials should not be taped, stapled or thumb tacked to the walls. All decorations must be removed by the user and discarded or taken away.
- All trash cans should be emptied and filled trash bags placed in large green trash containers at the entrance to Prospect Street door in the rear of the building. New trash bags should replace those that were used.
- The bathrooms should be inspected and their cleanliness insured before leaving. Soiled toilets or sinks must be cleaned and disinfected. Any paper products wholly consumed must be replaced (toilet paper and hand towels).
- Smith Room maximum capacity is 185 persons. Please observe this limit and familiarize your group with the fire escape plan posted on the wall.

#### Security

- Any use of the building is for a limited, defined time and for designated spaces only. It is the responsibility of the using party to insure that guests / clients are not in any other space other than designated.
- Please insure the building is opened and closed at the appropriate time and secured when leaving.

#### Insurance

- The using individual or organization will be responsible for any damage to the building and its facilities incurred during use.
- The user will indemnify and hold harmless St. Peter's Church for any injury to any guest or participants of the user.
- The user should have comprehensive liability insurance to cover any damage that occurs to the property. An ACORD certificate naming St. Peter's Episcopal Church as an additional insured will be required.
- It is the responsibility of the user to report the damage or injury to the Rector or Wardens so that arrangements can be made for repair / replacement of damaged property.

#### Parking

- The parking lot is provided for the convenience of our member and visitors. Please observe all handicapped designated parking slots and staff reserved slots. Parking is at the owner's risk. Damage or theft to vehicles is not the responsibility of St. Peter's Church.

CONSENT FORM

I have read and agree to abide by the above policies for use of St. Peter's Episcopal Church facilities and equipment.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please print your name \_\_\_\_\_

Church signature \_\_\_\_\_