



# Saint David's Episcopal Church

## Building Use Policy

### Our Mission

We serve all God's children with the love, strength, and wisdom of our Lord Jesus Christ.

- I. **Purpose** – the physical plant of St. David's is a valuable asset, to be used for furthering God's plan and purpose, as defined in our Mission. Usage of these facilities is routinely scheduled to meet the needs of the various organized ministries of the church.

We open our facilities to other believers and for programs that may supplement the ministries of the church. We also make our facilities available for community activities. We do so to provide a service to the community, and to encourage people to view St. David's as a place where people care. Long-term usage is reviewed regularly, in light of the needs of church ministries. While every effort will be made to ensure that outside usage will not conflict with the organized programs of St. David's, such conflicts may not always be preventable. We ask ministry leaders to respond to our guests graciously, and where conflicts do occur, adjust their plans appropriately to accommodate others.

The Rector of St. David's is responsible for approving building usage, under the terms of this Building Use Policy. All comments and questions should be directed to [office@stdavidskennebunk.org](mailto:office@stdavidskennebunk.org) or the church office at 207-985-3073.

- II. **Policies** - The following policies apply to the use of St. David's Episcopal Church facilities:

1. The primary purpose of the church facilities is for the organized ministries of the church.
2. Biblical principles and standards of conduct govern the use of church facilities. Activities that conflict with the moral or doctrinal position of the

church are not permitted. The Rector has discretion over the appropriateness of content for such programs.

3. It is our custom to allow usage by groups which serve our local community, for the purpose of building connections with them. Approval for use of church facilities by outside groups will normally be confined to non-profit groups which are service-oriented or community-type groups. All outside groups which use church facilities must designate a responsible representative.
4. Personal usage by regular attendees of the worship services of St. David's is permitted (for birthday parties, anniversaries, etc.) on a not-to-interfere-basis with other uses.
5. It is not our normal practice to approve personal usage by persons who are not members of St. David's.
6. Event spaces will be reserved on a first-come first-serve basis in accordance with the priorities established herein, with church programs taking precedence in every case. There may be occasions when an activity will need to be relocated to a different room or rescheduled because of an unscheduled service, e.g., memorial or funeral service.
7. Users of St. David's facilities are to respect our faith. Groups separate from the church which use our facilities should not obstruct or remove from sight any material that expresses our mission or beliefs.
8. Smoking is strictly prohibited on the entire campus of the church.
9. In accordance with Diocesan guidelines, alcohol is not to be served at any events in the church.

**III. Guidelines for Use of Facilities** – Requests for use of any and all facilities of St. David's must be made in writing, using a "Building Use Application". This includes the use of any part of church property.

In the event of a conflict, St. David's Episcopal Church reserves the right to cancel, postpone or move any function if it is anticipated that it will interfere with worship service or any special functions.

Children shall be under adult supervision at all times, within the approved area of use.

Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.

Groups using any area will be responsible for leaving it clean and in the same condition in which it was found. If such area is not left as it was found, an additional fee will be incurred. The premises must be vacated promptly at the conclusion of an event.

If the building is not in use when finished with your event, please check that all doors are locked, windows are closed, and lights are off.

If you wish to have the thermostat(s) adjusted during regular church business hours, please let the office know and we will be happy to make the adjustments for you. If your event is after hours, please make arrangements during the day to have the thermostat set before your arrival.

Moving of any existing furniture must be pre-approved by the church office. All equipment and furnishings that are moved shall be returned to their proper places, following use of space.

The kitchen is used for food service for church and church-sponsored meetings and events. It is not available for use by outside groups without prior permission.

Displays and indoor decorations should be limited to those that are free standing or can be placed on tables or bulletin boards. No hanging, taping, stapling, tacking, or gluing of any materials on the interior or exterior walls of the buildings will be permitted.

Any damage to facilities, furnishings, grounds or equipment will be repaired at the expense of the using organization/person.

Accidents affecting persons or property must be reported immediately to the church office.

St. David's Church is not responsible for any losses/damage that may occur from any vehicle parked on church grounds.

Suggested Donations for Building Use at Saint David's

Great Hall	Up to 4 Hours	\$80
Great Hall	4 to 8 Hours	\$105
Classroom	Up to 4 Hours	\$40
Classroom	4 to 8 Hours	\$70
Use of Kitchen (for above areas)		\$30
Church Sanctuary	Per usage	\$100
Church Sanctuary	If admission fee	\$150
Church Sanctuary	If moving furniture	\$200

Above pricing is for each space utilized.

All applicants must sign a Building Use Application and a Waiver of Liability Form. All payments are to be made in advance.