

Episcopal Church of the Resurrection Facility Use Rules and Guidelines

1. The Facility Request Form (FRF) must be submitted to the attention of the Rector. Requests will be reviewed by persons assigned by the Rector.
 - Time needed for event set-up and take-down should be included on the FRF.
 - Requests should be made at least a month in advance of the event.
2. The needs of the church will be given first priority should a conflict of facility use arise.
3. Organization/Person using the facility is responsible for restricting attendees to the approved area of the facility.
4. The facility is to be in the same condition when departing as when entering. Lights should be turned off.
5. Use of tobacco, drugs, or fireworks is prohibited. Use of alcoholic beverages must be approved in writing before the event.
6. Any preparation and cleanup is the responsibility of the individual(s) using the facility. An additional fee of \$15 per hour with a minimum of \$50 will be charged if cleanup is not done.

	Parish Member or Affiliated Group	Non Member
Sanctuary	No charge	\$50 per hour
Undercroft	No charge	\$50 (per 2 hours)
Undercroft & Kitchen	No charge	\$100 (per 2 hours)
Classrooms	No charge	\$25 (per 2 hours)

7. Interior Church Property
 - Only Resurrection members may request short-term use of tables and/or chairs for off-premise personal use.
 - Permission and scheduling of use are approved by the Junior Warden.
 - Property must be returned timely and will be charged for any damage or missing property.
8. Additional Exterior Grounds Requirements
 - Only signage and advertising related to parish life is allowed.
 - Parking is limited to those using the facility and grounds during the event.
 - It is expected no trash to be left in the parking lot and noise is limited to a reasonable level.
 - Athletic teams must provide a certificate of insurance, naming the church as an additional insured.
 - Currently there is no charge for use of the field by athletic teams. However, we suggest a donation of items to the Church Necessity Pantry (such as toothpaste, deodorant, shampoo, soap, canned food, toilet paper, diapers, laundry and dish detergent)