



# Saint Paul's by-the-Sea Episcopal Church

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## Building Use Policies and Fees

### Policies

The buildings, grounds, and equipment of St. Paul's by-the-Sea exist to serve St. Paul's members and the church's surrounding community. The use of these facilities shall be limited to religious, educational, civic, or community organizations. No group shall be permitted to charge admission or to conduct profit-making activities. However, free-will offerings may be received by non-profit organizations using the facilities.

#### **Non-Parish Organizations**

Organizations unaffiliated with the parish or the Diocese of Easton may use the church facilities if their purposes are considered within the scope of the purposes set forth above, and if their programs do not conflict with congregational activities. The Rector, in consultation with the Buildings and Grounds Committee and Vestry, shall make final decisions concerning the appropriateness of use.

#### **Parish Organizations**

Groups within the parish or diocese using the building must abide by the Conditions of Use (below), as well as the following:

- (1) The Building Use Request form must be submitted to the church office two weeks prior to the function in order to reserve the date on the parish calendar.
- (2) Parish groups are responsible for set-up and break-down (including of tables) for the function. Contact the office in advance if assistance is needed.
- (3) Suggested donations (below) do not apply to parish groups.

#### **Conditions of Use**

In order for any organization to use Saint Paul's facilities, the following conditions must be respected:

- (1) Organizations wishing to use St. Paul's facilities must complete a Building Use Request form and return it to the parish office at least two weeks prior to the date of the event. This form must describe the nature of the event, activities to take place, any special arrangements, and all other pertinent information. All such details are subject to approval by St. Paul's by-the-Sea.
- (2) All organizations are expected to leave the building and grounds neat and clean. Lights shall be turned off, climate control systems adjusted as instructed, and garbage placed in outside containers. All kitchen equipment, including dishes and silverware must be washed and returned to their proper storage areas.
- (3) Organizations using the building on a regular basis must present their requests to the church office no later than September 1<sup>st</sup> for the following calendar year.
- (4) In the event there is a change in the organization's contact person, the parish office must be notified.

- (5) The building must be locked after use and when not occupied.
- (6) Food and drink may be consumed *only* in the kitchen and in Dewees Hall.
- (7) There shall be no smoking in any area of the building.
- (8) No alcoholic beverages may be consumed unless specific permission is given.

**Fees**

Organizations using St. Paul's facilities are expected to share the expenses of building operation according to the following suggested minimum donations. If you have any questions regarding adjustments or other costs, please contact the parish office.

**All Day Use**

|   |                  |
|---|------------------|
| Any religious group sponsored by another church | \$120.00 per day |
| All other groups or organizations               | \$225.00 per day |

**Overnight Use**

|   |                    |
|---|--------------------|
| Diocese of Easton groups                      | No charge          |
| Religious groups with no more than 12 persons | \$150.00 per night |
| Religious groups with more than 12 persons    | \$250.00 per night |
| Non-religious groups                          | \$200.00 per night |
| Condominium meetings                          | \$125.00 per night |

**Additional Charges**

Use of kitchen:

|   |                  |
|---|------------------|
| Any religious group sponsored by another church | \$85.00 per day  |
| All other groups or organizations               | \$150.00 per day |

|                     |               |
|---------------------|---------------|
| Janitorial services | \$75.00 total |
| Key deposit         | \$15.00       |

**Damage Charges**

Organizations using St. Paul's facilities will be charged for any damages, including those resulting from spilled beverages and food. A charge may also be incurred for failure to turn off the lights or to adjust properly the climate control system upon completion of the event. Charges will also be made if smoking occurs in violations of the Conditions of Use, or if the church key is not returned.

**Advance Deposit**

A deposit of at least half the total donation must be received two weeks prior to the function. The remainder is due on or before the date of the function.

St. Paul's by-the-Sea reserves the right to cancel any scheduled use of the building at any time. This will be necessary only to accommodate special activities or worship services, such as funerals.

Groups which do not follow these conditions will be denied use of the building.