



# 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. Please note: all activities in the hall and around the campus are video recorded for your protection.

#### **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 months prior to the function in order to reserve the date on the parish calendar.
- (2) 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 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 months 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 or renewing their contracts 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 sharing the expenses of the building operation according to the suggested minimum donation. If you have any questions regarding adjustments or other costs, please contact the parish office at 410-289-3453.

#### **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 one month 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.