

Policies Regarding the Use of St. James Chapel

- 1) All St. James Church functions will take priority. All groups using the building on a regular basis must be prepared to adjust their schedule upon one month's notice to accommodate special Chapel functions.
- 2) Any person or group using the Chapel must have a minimum of \$1,000,000 liability insurance coverage, during the time they occupy the building. These insurance requirements may be waived by the Vestry on a case by case basis.
- 3) Groups to which St. James give free use may use the Chapel ONLY on their allotted day at the allotted time. If such a group wants to use the chapel at a time OTHER than that which they have been allotted, they must fill out a separate contract for that time and PAY THE AMOUNT WE CHARGE ALL OTHERS.
- 4) Groups which use the Chapel on a complimentary basis may not host fundraising events, in which they bring in the outside public.
- 5) No outside group may have a fundraising event two weeks prior to a Chapel fundraiser.
- 6) Groups which have standing use of the building must make a separate application to use the building for a fundraiser. In their application, they must identify the event and receive permission for that specific event. If the nature of the event changes, new permission must be sought.
- 7) Due to insurance requirements, the serving or providing of alcoholic beverages at functions (wedding receptions, etc.) on church property is limited to those events sponsored by church members only.
- 8) There is NO SMOKING THROUGHOUT THE CHAPEL. This is in response to New York State's Clean Indoor Air Act effective 1/1/90.
- 9) Each group is responsible for its own setup and cleanup. Any furniture and / or equipment used by a group must be returned to its original space. In addition, if a function is on Saturday, when we have no janitorial services, the group will be required, if asked, to set up tables and chairs as needed by the Chapel.
- 10) Adults responsible for groups with children are expected to pay special attention to the cleanliness of the building, especially the bathrooms. They are also asked to pay special attention to the condition of the bulletin boards, and any damage caused to them by the group's children.
- 11) The last group to leave the Chapel at night is responsible for seeing that the lights are out and that the doors and windows are locked. **Note the doors do not latch easily. Please double check each door before leaving.** Failure to secure the doors at night shall result in the offending party losing its building use privileges.
- 12) If you are using the kitchen, all utensils and dishes must be left clean and returned to their appropriate storage areas. Any leftover food MUST BE DISPOSED OF BY YOUR GROUP.
- 13) All cooking and the use of cooking-related equipment are restricted to the kitchen ONLY. A coffee pot will be allowed in a room where ADULTS ONLY, are meeting. The group is responsible for supplying their own coffee and cups.
- 14) A \$50 dollar deposit is required for groups that use our space. The deposit will be returned if we are satisfied with the condition of the building. If not satisfied, it will be used to pay for cleaning costs. If your group is responsible for any

- damage to the facility, an estimate of the damage cost will be made and the group will be responsible for paying these costs.
- 15) In the event that your group is canceling, please contact the Parish office before 2:00 PM, Tuesday through Friday. The office telephone number is 229-2820.
 - 16) In the event of a snow storm, please check with our office FIRST to see if the building will be open for use. This is extremely important for those who use our facilities on Saturday.
 - 17) In the event of an accident or injury to anyone using Parish property, the licensee must complete and return to the parish office an incident report.