

## **Policies Regarding the Use of St. James' Parish Building and Facilities**

1. All parish functions will take priority. All groups using our building on a regular basis must be prepared to adjust their schedule upon one month's notice to accommodate special parish functions.
2. Any person or group using the facility must have a minimum of \$1,000,000 liability insurance covering the time during which they occupy the building.
3. Groups to which St. James' gives free use may use the facility ONLY on their allotted day at the allotted time. If such a group wants to use the hall at a time OTHER than that which they have been allotted, they must fill out a separate contract for that day and PAY THE AMOUNT WE CHARGE ALL OTHER GROUPS.
4. Groups which use our facilities on a complimentary basis may not host fund-raising events in which they bring in the outside public.
5. No outside group may have a fund-raising event two weeks prior to a parish fund-raiser.
6. Groups which have standing use of the building must make a separate application to use the building for a fund-raiser. 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. Groups are not permitted to enter or use any parish office. There are no exceptions to this rule.
8. The photocopier is for parish use ONLY. During business hours and when the parish office is open, groups may request permission to make a limited number of copies at the rate of 25 cents per copy.
9. A surcharge of \$50 is added to all functions in which the large, gas oven is used. A representative of the church who is trained in the use of this oven must be present (or light the pilot light previously). This is a safety measure and is nonnegotiable.
10. The Nursery School classroom and the Downstairs Playroom are NOT available for use by any group other than the Nursery School (only a church sanctioned function, e.g. Vacation Bible School, may be exempted from this rule).
11. Parishioners may use any rooms (excluding the Nursery School or Downstairs Playroom) for private functions, such as birthday parties, at no cost. Provided, however, that such use is NOT for another outside group or for fund-raising.
12. Use of Alcoholic beverages is prohibited for all but church sanctioned functions.
13. There is to be NO SMOKING THROUGHOUT THE BUILDING. This is in response to New York State's Clean Indoor Air Act effective 1/1/90.
14. 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 a Saturday, when we have no custodial services, the group will be required, if asked, to set up tables and chairs as needed by the Parish.

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15. Adults responsible for groups with children are expected to pay special attention to the cleanliness of the building, especially bathrooms. They are also asked to pay special attention to the condition of bulletin boards, and any damage caused to them by the groups's children.
16. The last group to leave the Parish House at night is responsible for seeing that all lights are out (be sure to check the bathrooms and central staircase) and that the doors and windows are locked (this includes the kitchen door, patio doors and front doors). **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 group losing its building use privileges at St. James'.
17. If you are using the kitchen, all utensils and dishes must be left clean and returned to their appropriate storage areas. Any left over food **MUST BE DISPOSED OF BY YOUR GROUP.**
18. All cooking and the use of cooking-related equipment are restricted to the kitchen **ONLY.** A coffee pot will be allowed in a meeting room where **ADULTS ONLY** are meeting. The groups are responsible for supplying their own coffee pots and coffee.
19. A \$50 deposit is required for groups who use our space. The money will be returned if we are satisfied with the condition of the building, but we will use it to defray costs of cleaning otherwise. 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 the damage cost.
20. If the dumpster is full, groups must remove their garbage from the premises. The church is charged extra if the dumpster lids do not close properly.
21. In the event that your group is cancelling, please call the Parish Office before 2:00 p.m. Tuesday through Friday. Our telephone number is 845-229-2820.
22. 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.
23. 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.