

Policies for Facilities Use & Planning Guidelines

St. Andrew's Episcopal Church
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www.standrewsbcs.org

The following policies pertain to the use of
facilities for events other than weddings

Planning Checklist related to Parish-Sponsored Functions

Revised 02-18-2010

- **Check the online Church Calendar** to insure the date/space is available for your function. This should also include viewing community or downtown events that may affect parking. Please avoid scheduling/facility use conflicts. Check with the parish secretary if you have questions regarding the calendar.
- **Contact the Parish Secretary.** Your function might need to be approved. Information regarding a contact for your function is required.
- **Contact the Hospitality Ministry coordinator.** After your function has been approved **and** you have contacted the church secretary. If you are not using the kitchen you do not need to contact the Hospitality Ministry coordinator.
- **Contact the church Sexton** to open/set-up/clean-up/close for your event, based on his availability. If this service applies to your function, the fee is \$15 per hour. This fee will be deducted from your operating budget unless you make other arrangements with the bookkeeper.
- **Contact Director of Christian Formation** if childcare is needed during your event, to arrange childcare/nursery. The fee is \$12.50 per hour per childcare worker. A minimum of two childcare workers are required.

Additional childcare workers may be required depending on the number of children. Requirements regarding childcare worker/child ratio must be discussed with the Director of Christian Formation. This fee will be deducted from your operating budget unless other arrangements are made with the bookkeeper.

- **Contact Director of Communications** regarding announcement guidelines.
- Please visit with the Rector if you would like to discuss a new small group/ministry.

POLICIES FOR FACILITIES USE AND CHARGES

The following policies pertain to the use of facilities for events other than weddings, please refer to the "PLANNING YOUR WEDDING" booklet on the church website www.standrewsbcs.org under Event Planning.

APPLICATION FOR FACILITIES USE

No individual, group or party may use any of St. Andrew's facilities without first completing a Use Application. The Use Application and all fees and deposits must be paid to the St. Andrew's a minimum of ten (10) days prior to the scheduled use date.

Waiver of the completion of a Use Application, under extremely extenuating circumstances, will be at the discretion of the Rector or Senior Warden.

SCHEDULING USE OF FACILITIES

ALL scheduling will be coordinated through the Parish Secretary. Arrangements for a key and training in alarm security need to be scheduled with the Parish Secretary.

Reservations for facilities will be on a first-come, first-serve basis regardless of classification of user.

In the event of conflicts of date, time, or other unforeseen circumstances, the church reserves the right to give reasonable notice, refund any fees or deposits paid and cancel permission to use the facilities.

If an event not conforming to the standards of the Episcopal Church has been scheduled due to untrue or misleading information provided by the user, the Rector and/or the Senior Warden may reject or cancel the event without notice.

CLASSIFICATION OF USER

There are three classes of users who may use the St. Andrew's facilities. They are:

1. Active/pledging/contributing parishioners of St. Andrew's.
2. Charitable organizations, non-profit organizations and support groups,
3. Non-parishioners/non-active or non-contributing parishioners.

Fees and deposits shall be charged by the following user classification:

1. Active, Pledging/Contributing St. Andrew's Parishioners shall not be charged for the use of any facilities. Users will be required to complete an application for facilities use. The deposit may be waived by the Rector and/or Senior Warden under special circumstances. Additionally users may be charged a fee to compensate the Sexton for opening/closing/clean-up.
2. Charitable Organizations, Non-profit Organizations and Support Groups upon presentation of bonafide credentials which support the qualification will be charged user fees. The fee charged will be set by the Rector and/or Senior Warden to cover wear and basic expenses such as utilities. Additionally users may be charged a fee to compensate the Sexton for opening/closing/clean-up. Users will be required to complete an application for facilities use. The deposit/user fees may be waived by the Rector and/or Senior Warden under special circumstances.
3. Non-parishioners, Non-active, Non-pledging or Non-contributing parishioners will pay all scheduled fees, make required deposits and complete an application for facilities use.

FEES AND DAMAGE/CLEAN-UP DEPOSITS

All fees and deposits required for facilities use are set by the Rector and/or Vestry.

All fees and deposits are to be paid to the Parish Secretary a minimum of 10 days prior to the scheduled use date. The fee and the deposit shall be paid in advance with the deposit being

refunded after the use date contingent upon the conditions set for the concerning damages/clean-up are met.

The full deposit or any portion thereof may be retained to cover any repair of damage or required clean-up resulting from the use of the facility.

Church (Nave, etc.) (Seats 230 persons in the pews)	\$400 per day
Parlor	\$100 per day
Parish Hall & Kitchen	\$200 per day
Youth Hall & Kitchen	\$150 per day
Sunday School Rooms (per room)	\$60 per day
Library	\$50 per day
Fees for ½ day will be one-half of the above listed price	

DEPOSITS

Church (Nave, etc.)	\$125.00
Parlor	\$40.00
Parish Hall and Kitchen	\$100.00
Youth Hall and Kitchen	\$75.00
Sunday School Rooms (per room)	\$30.00
Library	\$25.00

CHURCH PROPERTY

Users will be responsible for all damage to church property used by them. The Church will be compensated for all damage done to the church by the user when the amount exceeds the advance deposit. In the event the user requires entry of certain items not ordinarily housed in similar facilities which could jeopardize church insurance or the general welfare of the church facility, approval in writing must be first obtained of the Junior Warden. The user is responsible for moving any tables and/or chairs and returning them to their proper place after their use.

St. Andrew's does not provide, except for parishioners, linens, glassware, or catering items to users. With authorized permission from the Rector, Senior Warden or Church Secretary, limited items used must be cleaned & returned to proper places. Bring your own cooler and ice, as there is not an ice maker.

**NO NAILS, TACKS, FLORAL TAPE, OR TAPE
OF ANY KIND IS TO BE USED IN ANY CHURCH FACILITY.**

We ask that Church banners, posters, pictures, pianos, etc. in any of the Church facilities remain in place. They are not to be moved without receiving prior permission from the Rector or Senior Warden.

Use of organ or piano only by authorization from the Director of Music, Dr. Alan Strong music@standrewsbcs.org.

Any flowers used in the Sanctuary must be all natural – no artificial or silk flowers may be used in the arrangements. No bows or other decorations may be used on the seven branch candelabra on the reredos (behind the Altar).

If you are using the Sanctuary/Nave, please contact the Office to set up an appointment with a member of the Altar Guild to help you with your needs.

Any deviation from these guidelines should be given, *in writing*, to the Rector for approval.

**Only wine, champagne or beer may be served,
no other liquor.**

Checklist for opening and closing the church, parish hall, etc:

1. During extreme hot or extreme cold weather you may need to turn on the air conditioning/heating in the building on the night before the event. It may take hours to come up to temperature that is set.
2. All double doors (from office hallway into parish hall, from parish hall into steps up to the parlor and upstairs hallway into youth hall) should be closed. This is a fire safety regulation.
3. All lights should be turned off before you leave the building. The only exceptions are the emergency light by the exit door in the parish hall leading to the parking lot and the outside lights.
 - a. The church lights are located at the entrance to the church from the parlor. Check the narthex before you leave to make sure the lights are off in there.
 - b. Parish hall lights are located on the right back wall as you face the parish hall from the outside entrance. The only light left on is the emergency light, which lights the area just inside the exit door.
 - c. Office hallway and office lights: The office hallway light is turned on for events where people will be using the hallway for restrooms, nursery, etc. One switch is located on the right wall just inside the double-doors from the parish hall. The other is just outside the glass exit doors, to the right of the office door, next to the alarm system. The office

lights are located outside the office door, to your right. There is a group of three. The first two turn on lights inside the office, the last one turns on the outside light.

- d. If you turned a light on, please turn it off before you leave.
- 4. Lock all doors before leaving:
 - a. Church front door
 - b. Church side door
 - c. Parlor door
 - d. Upstairs exit door
 - e. Outside entrance to office
 - f. Office door
 - g. Kitchen door
 - h. Parish hall door
- 5. Before setting alarm, check motion detector, if a red light is on, wait until light goes off. Alarm box should read "All systems ready" before entering the alarm code.
- 6. Trash pick-up: If your group had coffee, food, etc. tie-up bags and deposit in outside trash bin (located across the south parking lot in the wrought iron enclosure). Do not leave trash by back door.
- 7. Set air conditioner/heating switches, **except inside the church sanctuary**, to 60 degrees for the heat in winter, and 80 degrees air-conditioning for the summer. The sanctuary thermostat is on a timer and should not be adjusted.

SMOKING IS NOT PERMITTED IN ANY OF THE CHURCH'S FACILITIES.

CLOSING OF FACILITIES

All users shall return the used facilities to the same condition as when received.

All users will be responsible for cleaning up any area used and restoring the original position of any and all chairs, tables, etc. if applicable.

Cleaning equipment: Vacuum, broom & mop, are located in the small room located behind the double doors in the southwest corner of the Parish Hall. Tables are stacked on the left & chairs on the right.

FEE CHECKLIST

Name _____

Address _____

Phone: (H) _____ (W) _____

Email address: _____

Date of use _____ Organization _____

Facilities to be used _____

Deposit _____ Date Deposit paid _____

Fees: _____

Date received by Church _____

Person responsible for key:

Name _____

Address _____

Telephone (H) _____ (W) _____

E-mail: _____

CHECKLIST FOR CLOSING BUILDING

PERSON RESPONSIBLE FOR CLOSING UP AFTER FUNCTION:

ADDRESS _____

PHONE (H) _____ (W) _____

E-MAIL _____

- **AIR CONDITIONER/HEATERS TURNED OFF:**

PARLOR _____ PARISH HALL _____

ENTRY HALL BY OFFICE _____

- **LIGHTS TO BE LEFT ON:**

Front Lights outside the Church Office _____

- **ALL OTHER LIGHTS ARE TO BE TURNED OFF:**

SANCTUARY _____ PARLOR BUILDING _____

PARISH HALL BUILDING _____

- **CHECK DOORS TO MAKE SURE THEY ARE LOCKED:**

UPSTAIRS DOOR AT TOP OF FIRE ESCAPE STAIRS _____

FRONT DOOR TO CHURCH OFFICE BUILDING _____

DOOR IN NURSERY: THE ONE LEADING OUT TO THE PARKING LOT _____

DOOR IN PARISH HALL _____

KITCHEN BACK DOOR _____ DOOR TO PARLOR _____

FRONT DOOR TO THE CHURCH SANCTUARY _____

SIDE DOOR TO THE SANCTUARY _____

- **TRASH REMOVED FROM THE PREMISES:**

THE DUMPSTER IS LOCATED BEHIND THE CHURCH ON THE OTHER SIDE OF THE PARKING LOT, ON 27TH STREET, IN A GATED IN AREA. USE THE DUMPSTER LABELED "SAINT ANDREW'S CHURCH"

- **KEY RETURNED TO CHURCH OFFICE**

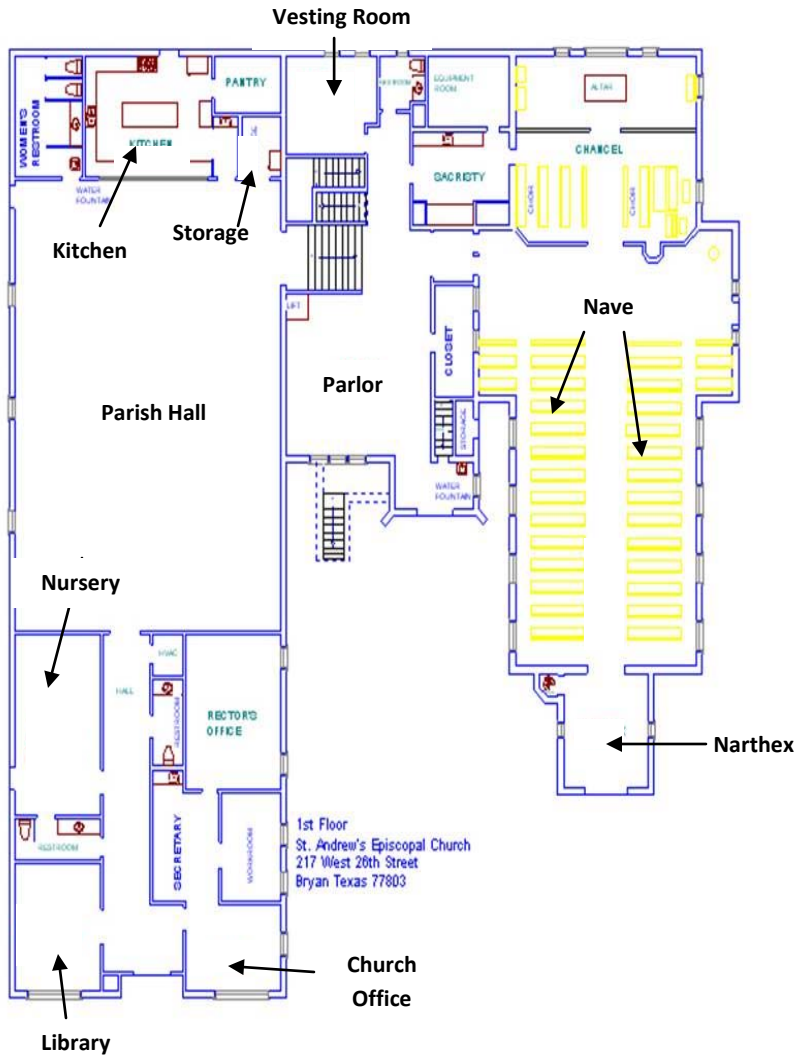
DATE: _____ RECEIVED BY: _____

*We hope that your event at St. Andrew's
was a pleasant one.*

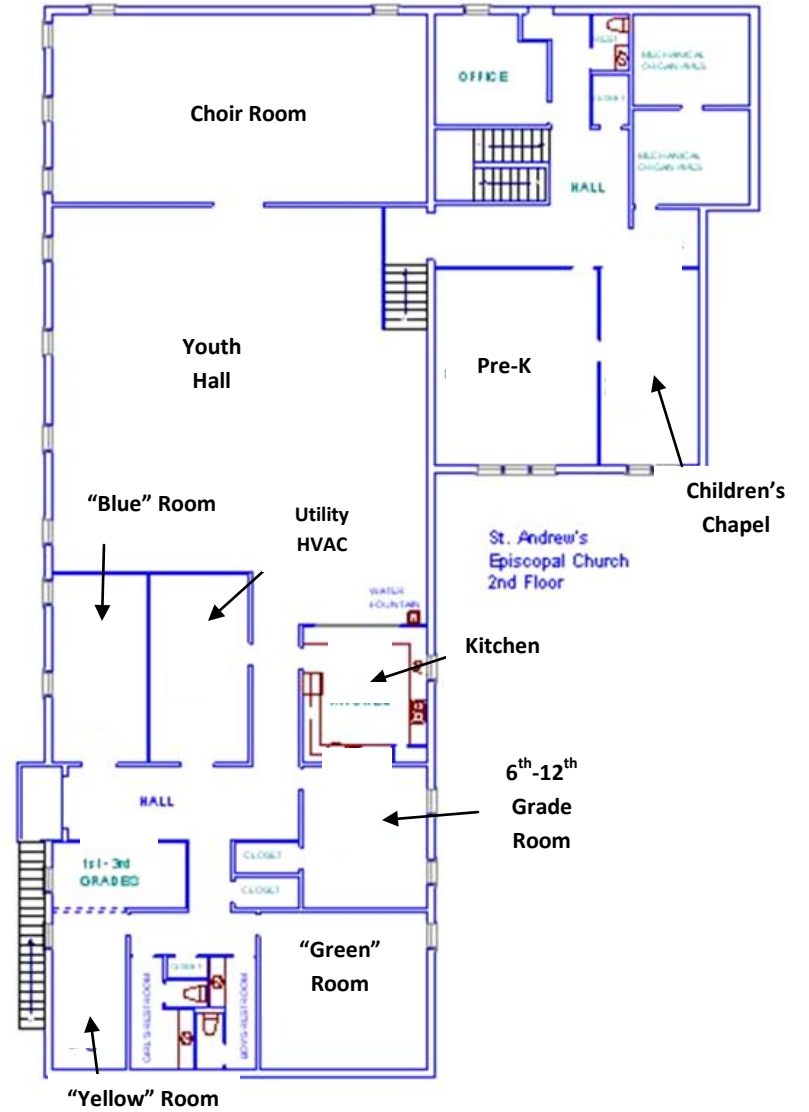
Our mission here at St. Andrew's Episcopal Church is:

To know Christ and to make Him known.

**Site Map
1st Floor**



**Site Map
2nd Floor**



CONTACTS

Dianne Gilbert/Parish Secretary
979-822-5176 office@standrewsbcs.org

CHURCH OFFICE HOURS:

Monday-Thursday 9:00 a.m. – 4:00 p.m.

Friday 9:00 a.m. – 4:00 p.m. (staffed by volunteers)

Sean Cox/Rector rector@standrewsbcs.org

Jim Kracht/Senior Warden
seniorwarden@standrewsbcs.org

Sean Lowey/Junior Warden
sean.lowey@teexmail.tamu.edu

Dustin Davis/Sexton sexton@standrewsbcs.org

Mark Hafley/Bookkeeper finance@standrewsbcs.org

Hospitality Ministry Coordinator/Jennifer Lilleker
mrsmodelt@hotmail.com

Alison Sawyer/Communications
communications@standrewsbcs.org

Mike Mullen and Julie Vilas/
Christian Formation-Youth & Young Adult Ministries &
Childcare/Nursery education@standrewsbcs.org