

CHURCH OF THE GOOD SHEPHERD
155 Wyllys Street, Hartford, CT 06106
Office: 860/525-4289 Fax 860/525-7172
E-mail: cgsparish@att.net

BUILDING USE POLICY

Introduction

Church of the Good Shepherd is established to the glory of God and for the good of all. It is to be a house of prayer for all people who seek to worship God, and shall be forever free and open. The Church of the Good Shepherd is under the Episcopal Diocese of Connecticut.

Description of Facilities

IN THE CHURCH BUILDING

The Church Sanctuary is available to outside groups, with the permission of the Rector or Priest in Charge only for religious services, the performance of music suitable to a sacred space, or for community gatherings for the good of our neighborhood. The seating capacity of the Church is 350. In addition, to the Moellor Organ, an upright piano is and a wireless microphone PA system is available for musical performances at the discretion of the Music Director.

The Church chapel is also available and accommodates 40 people.

IN THE PARISH HOUSE

The Ballroom on the second floor. Current capacity is 50. There is a small stage for musical events. It is not handicap accessible.

The Library on the first floor. An open space suitable for worship, meetings, dining. There is an upright piano. Capacity varies according to set-up: up to 60 people.

The Lounge on the first floor. A living room set-up with seating for 9 and room for more chairs to be brought in. Suitable for casual meetings. Opens onto the Library.

The Kitchen on the first floor. Long table seats 12. Not designed for cooking, but for buffet serving, catering or heating/cooling food brought in.

The Mtg. Room on the first floor. Long table seats 14. Adjoining Kitchen. Suitable for meeting or dining.

PARKING

Parking is available in the Parking lot which is shared with CREC Mondays thru Fridays. No parking allowed on grass or in front of parish house. Do not block driveway (this includes the horseshoe). If the event is held on Monday – Friday before 5 pm, use only the spaces in parking lot designated for Church use. If event is held on a weekend please consult with us about parking.

REQUESTS FOR BUILDING USE

A request for regular or extensive use of a facility – weekly, full days, etc. can be negotiated at the discretion of the Priest in Charge or Rector.

Requests for the use of Church facilities must be made by submitting a fully completed Application for Building use to the Parish Administrator. All applicants are subject to approval of the Rector or Priest in Charge. Any changes to the scheduled event must also be approved. In the event of a cancellation, please promptly notify the Parish Administrator.

Church functions always take precedence over other functions. Every effort is made to coordinate the use of the building to minimize scheduling conflicts. However, unforeseen events such as funerals do occur. Such unforeseen events may necessitate cancellation of a user-group's use of the building with little advance notice. We appreciate your understanding in the event of such an occurrence.

FEES

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The following fees have been approved by the Vestry. Any fee may be altered at the discretion of the Rector or Priest in Charge, who must initial the change on the Application for Building Use.

	Usage Fee 1-4 Hr. Event	Fee per Add 'l Hour	Refundable Damage Deposit
Church -- Chapel	\$300	\$50	\$150
-- Sanctuary	\$500	\$50	\$250
Parish House -- Ballroom	\$300	\$50	\$200
-- Library	\$200	\$50	\$150
-- Lounge	\$200	\$50	\$150
-- Meeting Room	\$200	\$50	\$150
-- Kitchen**	\$200	\$50	\$200
Grounds/Front Lawn	\$300	\$50	\$150

The Sexton is required to be present at least ½ hour before and ½ hour after each event unless it is a wedding in which case the Sexton is required to be present for the duration of the event. The fee for the sexton is \$75 for a 1-3 hour event plus \$25 for each additional hour of required setup and clean-up for the event.

** Fee applies when kitchen equipment is used for cooking/heating food.

50% of rental fee plus applicable damage deposit is required at time of application in order to reserve a space. Remainder of rental fee, the fees for sexton and Certificate of Liability are required no later than 2 weeks before the event.

The damage deposit will be forfeited if the event is cancelled less than 2 weeks before the scheduled date or if the facility is left in an unacceptable condition after the event. Please refer to the “Before Leaving the Facility” section.

Congregations and affiliated groups within the Episcopal Diocese of Connecticut

At the discretion of the Rector or Priest in Charge, the Church may be used for special liturgical celebrations. The church offers our worship and meeting space free of charge to congregations and groups within the Episcopal Diocese of Connecticut. A donation is always welcomed, but not required. Such groups are, however, asked to reimburse the Church for services of our sexton if the event is to be held outside of regular hours of operation.

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INSURANCE

The organization sponsoring an event will be required to sign a Hold Harmless Agreement (attached) for personal liability. In some cases a Certificate of Insurance will be required, listing Church of the Good Shepherd, the Bishops, and the Diocese of Connecticut as additional insured on your policy, which must be at a \$1,000,000 minimum Combined Single Limit. In such cases, the Church will require a copy of the Certificate. Attached please see a sample form with required language.

LIABILITY

- Responsibility for Church of the Good Shepherd access, in particular the use and control of keys, rests with Church staff.
- One person shall represent a community organization to the Church for each event. This person shall be responsible for the conduct of attendees and for leaving the facilities in good order. The contact person is to be identified on the Building Use Application.
- Youth-groups, younger than college-age, must have two or more non-related adult leaders (age 18+) in attendance throughout the entire use period. The leaders are responsible for arriving before any youth arrive, keeping youth in the assigned areas of the building, and making sure that all youth have left with the appropriate adults before vacating the facility.

LIMITATIONS ON BUILDING USE

- The Church of the Good Shepherd is the House of our Lord and its facilities must be treated accordingly. Activities that are not in keeping with the religious nature of the Church are not permitted.
- Gambling and games of chance are expressly prohibited.
- The use of alcoholic beverages is permitted only in accordance with the attached copy of the Episcopal Diocese of Connecticut's *Model Policy on the Use of Alcoholic Beverages in Congregations* (attached). In addition, hard liquor may not be served, and alcohol may not be sold – alcoholic drinks must be provided at no additional cost for an event.
- Community organizations and all building users must use the designated entrance/exit from the facilities.
- Community organizations may use only the room(s) and rest room(s) that were reserved. Guests may not enter any other parts of the building. Use of space, other than that authorized in advance, or violation of the rules set forth in this policy may be cause for denial of permission to further use of this facility.
- The maximum number of persons permitted in the Ballroom is 50; this number is fixed by occupancy restrictions of the Hartford Fire Department.
- Subletting of the facilities is expressly prohibited.
- This is a smoke-free facility; no smoking is permitted in any area of any of the buildings.
- No rice, confetti, bird seed, glitter, flower petals, popcorn, or similar substance is to be thrown in any building or on the grounds.
- Taping or tacking notices/signs/decorations to the walls is prohibited. Easels will be made available upon request for this purpose.
- When the grounds/lawn only is rented no use of facilities in the building is permitted unless rented separately. Rental of the lawn does not include use of in-house facilities (i.e., bathrooms, electrical, water or kitchen area). Port-O-Lets are required for functions when the grounds/lawn is being rented and will be at the expense of the renter. No cars or trucks are to be parked on the lawn or in front of the Parish House and no grills are to be used on the lawn.
- Guests are not permitted to use kitchen supplies or equipment, including pots, pans, coffee maker, stove and dishwasher without the immediate oversight of a person who is familiar with the operation of the kitchen equipment. Guests must bring their own paper goods, cutlery supplies and equipment.
- Outside catering of food is permitted.
- Good Shepherd phones may not be used except in case of an emergency.

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- All functions must end by the agreed upon time specified on the application. All participants must vacate the building and the premises must be clean and restored to their original condition by that time. There will be additional fees if not vacated by the specified time on the application.

BEFORE LEAVING THE FACILITY

- Return room(s) and all furnishings to their original configuration.
- The facility or grounds must be left, undamaged, clean and in good order.
- All trash, including waste food, must be placed in plastic bags, and the bags must be tied and placed in the center blue dumpster at the rear of the parking lot. Please do not use the other two dumpsters there. Recyclable items should be placed in the blue recycle container in the kitchen.
- Equipment or property of community organizations and other users may not be left for future meetings or events without the express permission of the Parish Administrator.
- Any damage to the building or equipment must be reported to the Church office immediately. Immediate repair, replacement or reimbursement is required or will be taken from the security deposit. If the value of the damage exceeds the security deposit, a claim will be submitted against your insurance carrier for payment to Church of the Good Shepherd or a payment in cash may be made.
- Rest rooms must be checked and all faucets, fans and lights turned off.
- All windows and exterior doors must be closed and locked, even if they were found open and/or unlocked upon your arrival.
- It may be necessary for you to set the security alarm upon leaving, or take it off upon entry. If so, the Parish Administrator will instruct the contact person in how to do so. Renter would be liable for any false alarm fees incurred as a result of their use.