

**ST. BARTHOLOMEW'S EPISCOPAL CHURCH
APPLICATION FOR FACILITY USE
FOR NON-PARISH-SPONSORED ACTIVITIES**

Please provide all of the requested information and initial each page indicating you have read and understood the policies and procedures for the use of space at St. Bartholomew's Episcopal Church. Use of St. Bartholomew's Episcopal Church is subject the approval by the Church.

This Facility Use Permit and Application is made and entered into as of this date _____ by and between St. Bartholomew's Episcopal Church (the "Church") and _____ (the "Facility User").

Name of Group _____

Contact person(s) _____ Title _____

Address _____

Email _____

Telephone (day)_____ (evening) _____

Type of event/meeting _____

If multiple dates, please state frequency of meeting(s)**: daily(# of days)_____ weekly(day of week) _____ monthly_____

Date(s) of event/meeting(s): _____ Set-up Time:_____ Start Time: _____to End Time:_____ (Including clean-up)

Rehearsal Date (if applicable) _____ Start Time:_____ to End Time:_____

Expected number of participants and cars _____

The Facility User shall have use of the following Church facilities:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Parish Hall | <input type="checkbox"/> Wardens' Hall | <input type="checkbox"/> Nursery | <input type="checkbox"/> Amerson House Chapel |
| <input type="checkbox"/> Meeting Room | <input type="checkbox"/> Library | <input type="checkbox"/> Kitchen | <input type="checkbox"/> AH Guest Room |
| <input type="checkbox"/> Nave | <input type="checkbox"/> Taylor Room | <input type="checkbox"/> Parking Lot Only | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Shalom Chapel | <input type="checkbox"/> Brooks Room | <input type="checkbox"/> Amerson House | |

Set-up requests (i.e., tables, chairs): _____

(Please provide a sketch if necessary – set-up fees may apply for excessive set-up)

* Audio visual equipment is not available for use. A telephone is located in the hallway outside the Emmanuel Center for Pastoral Counseling.

** If you are reserving space for long-term use, fees are due at the first of each month prior to use. New application forms must be submitted at the first of each year with current contact information supplied. I have received the policy for facility use, rules for Church facilities form and the addendum for use of the nave.

Fees:

Fees must be paid in full when the Facility Use Form is submitted. If the proposed use is not approved, the fees will be refunded. Deposits are refundable if the event has to be cancelled unless the Church has incurred any cost in association with the event. Please allow at least two weeks for the refund to be received. Please see attached Fee Schedule.

The Facilities User agrees to pay the following fees for the uses permitted in this Permit Agreement:

Deposit: \$ _____ Room Fee(s): \$ _____ Total Amount Due: \$ _____

Signature _____ Title _____

***** FOR CHURCH OFFICE USE ONLY *****

Application: Approved _____ Disapproved _____ **Approved By:** _____ **Date** _____

Space Charge: \$ _____ daily weekly monthly one time only
Deposit paid: \$ _____ Balance of fees due: \$ _____ by _____ Paid: _____

**POLICIES FOR USE
OF CHURCH FACILITIES**

We are pleased to have your organization use our facilities. The purpose of the policy for facility use is to establish agreed upon guidelines for the use of the building and grounds of St. Bartholomew's Episcopal Church. The objective is to preserve the integrity of the facility and assure that it is available to the community for maximum use. We request the full cooperation of your organization in strictly adhering to the policies stated below.

1. Written application for use must be submitted to the Church office a minimum of **one month** prior to use to allow time for approval and scheduling. Applications will not be accepted earlier than six months prior to the proposed event, to maintain scheduling flexibility for parish use.
2. The Facility User shall be responsible for all individuals, group members, guests, representatives and others using the Church facilities under this Permit Agreement. The responsible person designated by the Facility User shall remain on Church premises until such time as all participants have left the building and grounds and shall assure that the building is secured. The Facility User shall assure that the use of the facilities is restricted to use by those persons permitted under this Permit Agreement.
3. **Only the space(s) specified in the agreement may be used.** The main building of the facility must be cleaned and vacated no later than 10:00 p.m. Check-out time for Amerson House overnight guests is 11:00 a.m. The use of the kitchen or the use of the coffee makers, ice machine, dishes, flatware and linens are not included in space rental. For use of the kitchen, please call the parish administrator at (404)634-3336, and review the attached "Addendum B, Use of Parish Kitchen."
4. Smoking is strictly prohibited in any building on the church grounds.
5. Alcoholic Beverages: Facility User agrees to comply with the Diocese of Atlanta Guidelines for the Use of Alcohol at Church Functions, which is attached to and made part hereof as Addendum C. Only wine and beer may be served.
6. It is the responsibility of each organization using our facilities to keep the space being used in the same condition as prior to use, subject to normal wear and tear. Any damage to grounds, building, rooms, furniture or other property of the Church through carelessness or misuse shall be paid for by the organization responsible for the damage. Our thermostat controls are programmed. You may adjust the heat/air for the time of your event. The thermostat must be returned to "run program" upon leaving. The Parish Administrator will demonstrate how to operate the thermostat.
7. No articles shall be hung on the walls or signs posted without prior permission from the Church office.
8. No articles belonging to, or rented by, an organization using the Church's facilities shall be left in any room, unless prior permission has been obtained from the Church office.
9. No organization using the Church facilities will permit any noises that will disturb or annoy other organizations using the Church facilities or our neighbors.
10. Each organization, when leaving the Church premises, will be responsible for turning off all lights in the room(s) used and making sure all entrance doors to the building are closed and locked.
11. Any complaints or suggestions must be submitted in writing to the Church office.
12. Any consents or approvals given under this statement of policy shall be revocable after giving notice to the organizations concerned.
13. Any statements under this policy may be added to or repealed after notice is given to organizations concerned.
14. All groups using the facilities will observe proper decorum.
15. The Church reserves the right to deny or revoke the use of any of its facilities by any group or organization whose practices or philosophies may be in conflict with those of the Episcopal Church and St. Bartholomew's Episcopal Church.
16. For those groups offering child care services, it is necessary to include the name, age and telephone numbers of two sitters or caregivers, one of whom must be CPR certified. There must always be a minimum of two sitters or caregivers for groups of two or more children. At least one (1) of the sitters or caregivers must be eighteen (18) years or older, and no caregiver may be under the age of sixteen (16).

Please sign and return completed application with your deposit to reserve your space.

Signature_____ Date_____

Title_____ Organization_____

Church facilities are available for appropriate non-parish-sponsored activities, subject to approval, certain restrictions and fees.

ST. BARTHOLOMEW'S EPISCOPAL CHURCH FEE SCHEDULE

FACILITIES: Facilities available are listed below and on the application. All arrangements for child care must be made separately with St. Bartholomew's Administrator at least **two weeks** prior to need. The facilities must be vacated by **10:00 p.m.** unless otherwise specified.

FEES: Fees listed below must be paid to the Church office one week in advance of the rental date; deposits are due upon booking. Fees include cleaning by the Church staff. These rates are for four-hour periods; rates for longer periods are negotiable. You must comply with the attached **Policies For Use** form or additional charges will be incurred at the rate of **\$25** per hour.

The cost of renting the space includes the cost of utilities, wear and tear on the Church, basic set-up before the event, and basic cleaning of the space after the event. If excessive set-up or cleaning is needed, and/or rooms that were not rented are used, additional cleaning fees of **\$25.00** per hour will be charged to the group. In addition, the Church reserves the right to apply a utility surcharge of up to **\$50.00** if an unexpected and significant increase in the cost of the utilities should occur.

FACILITY	COST*	DEPOSIT**
Amerson House Full Day \$150.00 Half Day \$75.00 Friday through Sunday \$250.00 Overnight Stay \$25	See rates to the left	½ Rental Fee
Parish Hall ^A	\$225.00	\$100.00
Parish Hall and Kitchen	325.00	250.00
Meeting Room	100.00	50.00
Nave ^{B, C}	400.00	200.00
Classroom per use – Brooks Room, Taylor Room, Library, WH Classroom	30.00	----
Wardens' Hall	200.00	100.00
Child Care Center add the cost of child care providers – 4 hr minimum; additional hours @\$15/hr and must be arranged in advance	50.00	50.00
^A This fee does not include use of the kitchen or the use of the coffee makers, ice machine, dishes, flatware and linens. For use of the kitchen, please call the Parish Administrator at (404)634-3336, and review the attached "Addendum for Use of the Parish Kitchen."		
^B One rehearsal is included in the cost for renting the Nave. The date and time for this rehearsal must be cleared through the Parish Administrator and Organist/Choirmaster.		
^C Please do not rearrange the seating in the Nave. Please review the attached "Addendum for use of the Nave/Sanctuary."		

** Deposits must be received by the Church office in order to officially reserve a space. Deposits are refundable if the event has to be cancelled unless the Church has incurred any cost in association with the event. Please allow at least two weeks for the refund to be received.

A telephone is located in the hallway outside the Emmanuel Center for Pastoral Counseling.

Groups wanting to rent space on a long-term basis will need to submit new reservation forms at the beginning of each year so that we have the correct name and phone number of a current contact person. All arrangements will be coordinated by the parish administrator.

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ADDENDUM A USE OF THE NAVE/SANCTUARY

REQUIREMENTS FOR USE OF NAVE (Sanctuary)

The following customary is to be followed for the use of the nave by outside groups. The primary purpose of this holy space is worship. The following requirements are in place to preserve the sacred nature of the space and facilitate worship.

1. The sacred space inside the altar rail is not to be used as a performance space.
2. All items in the Nave must remain in place. Any exceptions to this must be submitted in writing with a written description for the use of the space and must be approved by the rector. St. Bartholomew's will be responsible for moving any items under the direction of the rector.
3. No items are to be taped to the walls, fixtures, furniture or floor in the Nave.
4. The chairs in the nave and choir loft area are not to be moved without advance permission. You may request minor changes in the seating by submitting a diagram of proposed changes with your application. It is only with the express consent of the rector that you may move the chairs. When reconfiguration is approved, a diagram will be supplied of the seating arrangement to the group. The chairs are in a specific configuration that must be in place for all church services. Failure to return the seating arrangement EXACTLY as dictated (including spacing of chairs, number of rows, replacement of kneelers, etc.) will result in the loss of your security deposit.
5. The choir loft area and organ are off limits to outside groups without prior written approval of the director of music. In order to secure use of the choir loft area (including the organ), applicants must schedule a separate appointment with the director of music & satisfy all other requirements of the Facility Use Policy.
6. The choir loft area is not open to the general public. Upon approval to use the choir loft, the group agrees to limit the choir loft to performers and crew only. A written description, detailing all proposed activity in the choir loft area during the group's presence in the nave (including dress rehearsal), is required of all outside groups requesting approval to use the choir loft space.
7. The harpsichord must not be moved.
8. The piano is tuned regularly throughout the year (usually right after a change of season) by a registered piano technician. Any group may request a special tuning for their event for the cost of \$90, provided that a minimum of three weeks notice is given. Only the technician chosen by the St. Bartholomew's director of music may tune the piano.
9. Failure to follow any and all policies will result in the forfeiture of the security deposit and disqualification from any future use of Church property.

The nave is not available during Lent, Easter Sunday and the week of Christmas Day.

Maximum Capacity: 400

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ADDENDUM B USE OF THE PARISH KITCHEN

REQUIREMENTS FOR USE OF PARISH KITCHEN

The following customary shall be added to the policy regarding the use of the kitchen by outside groups.

Caterers who wish to use the parish kitchen will be assessed a fee of **\$100** for its use, as well as a refundable deposit of **\$150**, (\$250 total) which will be due upon booking. This fee includes use of stove, sinks, dishwasher, coffee/tea makers/urns, utilities, ice machine, microwave and limited refrigerator space.

1. Requirements – Caterers must submit the following documents to secure use of kitchen.
 - i. A copy of caterer's business license
 - ii. A copy of food service permit
 - iii. A copy of their most recent health inspection (must be within past year)
 - iv. A Release of Liability Form

Note: If caterer does not have a business license or service permit, the caterer may contact the DeKalb County Division of Environmental Health at (404)508-7900 for information on obtaining license and permit.

2. Access to kitchen – The parish will insure the kitchen is open and available for use by the caterer. The cater will not have key access to facility.
3. Access to cookware / pantry items / serveware & linens / refrigerator
 - a. Cookware is available for use according to what is on hand. Caterers will be required to meet with Parish Kitchen Manager at least three weeks prior to event to review which items in parish inventory will be available to them. All items must be in inventory upon completion of event in order for deposit to be returned.
 - b. Caterers will not have access to parish pantry closets or cabinets. Any items needed to prepare the caterer's meal will be the responsibility of the caterer, which may include additional pots, pans, utensils, seasoning, etc. Deposits are returned upon verification of inventory within 7-10 business days of kitchen use by the caterer.
 - i. It will be the responsibility of the caterer to secure china, linens, flatware, drinkware, etc. for their event.
 - ii. Caterer should also bring coffee, creamer, sugar, stirrers and any other items needed for coffee/tea service.
 - iii. Refrigerator space is limited. Arrangements may be made during required meeting with Parish Kitchen Manager at least three weeks prior to event to make arrangements for use of refrigerator space.

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**ADDENDUM C
DIOCESE OF ATLANTA
GUIDELINES FOR THE USE OF ALCOHOL**

The Episcopal Diocese of Atlanta supports the Church's traditional theological affirmation of the inherent goodness of God's created order, and of each individual person's responsibility for his or her acts and omissions. The Church has never endorsed the prohibition of using beverages containing alcohol among adult members. Scripture clearly accepts wine as a beverage and a gift of God. Reason and experience confirm that wine and other types of alcohol may be appropriately used; however, they also may be improperly used with serious personal, social, and legal consequences. The following guidelines are given for the serving, consumption, and use of alcohol at church functions or on church property within the Diocese of Atlanta. These guidelines shall not be construed to apply to the administration of wine in the Holy Eucharist or any other sacramental administration of wine.

1. Any beverage which contains alcohol must be clearly labeled as such. This requirement also applies to any food (such as fruit compotes, desserts, etc.) in which the alcohol has not been volatilized (cooked out).
2. Whenever alcohol is served in any form, non-alcoholic alternatives must always be offered. Non-alcoholic beverages and foods must be served as attractively and accessibly as those containing alcohol so that people who choose not to consume alcohol need not feel any embarrassment, discomfort or inconvenience in exercising their preferences.
3. Although beverages and food containing alcohol may be offered together with non-alcoholic alternatives, they must not be promoted in such a way as to imply that eating or drinking them is a social requirement. Alcoholic beverages should not be used or advertised to promote attendance at any function. Those who abstain from alcohol should be made to feel welcome and safe at any such function.
4. Except for the liturgy of the Eucharist, alcoholic beverages shall not be given, sold, provided, or furnished (1) to anyone under the age of 21 years, (2) to anyone apparently under the influence of alcohol or drugs or (3) to anyone whom the person furnishing the alcohol knew or should have known from the circumstances was under the influence of intoxicating beverages or drugs.
5. Although these guidelines recognize the responsibility of serving and consuming alcohol, they also recognize that drunkenness is unacceptable behavior. Responsible persons must be in control of the serving of alcohol. Care must be taken to ensure this control. The group or organization sponsoring the activity or event at which alcohol is served must assume responsibility for those persons who become intoxicated. Such responsibility includes providing alternate transportation for anyone whose driving might be impaired.
6. No alcohol shall be given, sold, provided, furnished, consumed or possessed either by youth or adults at any "youth event"; neither shall adult chaperons or others assigned to transport youth to or from "youth events" consume alcohol before or during the event. Adults responsible for youth groups at other church functions shall observe the same guidelines.
7. Except for events requiring a Single Event Permit, invitations to church-sponsored functions or events at which alcohol is to be offered should be issued only to the congregation, church organizations, guests or friends—*never to the general public.*
8. All applicable federal, state and local laws and ordinances must be observed.
9. It is the responsibility of the clergy in charge, Wardens and Vestries, and Heads of Institutions and Boards to disseminate these guidelines.

**ADDENDUM D
KEY AND BUILDING ACCESS APPLICATION**

1. Building access codes are distributed for ongoing ministries, groups, and single-time use. Staff, the Senior Warden, the Junior Warden, and the Vestry persons responsible for property will have exterior keys to the building. Please indicate your building access needs, mark all that apply:

- On-going **OR** Limited dates: _____
 Building Access Code—Nave/Parish Hall
 Building Access Code—Counseling Center/Wardens' Hall

2. The office, sacristy, music suite, and Emmanuel Counseling Center require security (alarm) codes. Individuals involved in ministries requiring access to these parts of the building have also been assigned a security code.

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Wardens' Hall | <input type="checkbox"/> Brooks Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Taylor Room |
| <input type="checkbox"/> Library | <input type="checkbox"/> Sacristy |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Music Suite |

3. Interior keys will be assigned to individuals and groups needing specific access to rooms after hours. Report all lost and/or stolen keys immediately. There is a \$15 fee associated with the loss of a key. Please indicate which rooms you would like to have keyed access to:

4. Do not "loan" building access codes to other parishioners or members of the community. If an access code is needed, it can be obtained through the Church office during regular business hours.

5. The building is never to be left unlocked if it is unoccupied. If you enter the building and it is unlocked and unoccupied, please leave a note for the staff.

6. Before leaving the building, check to be sure all lights have been turned off, windows closed, any changed thermostats reset to "Run Program," and external doors closed and locked using the hex key found in the pocket on the office door.

7. If there is a problem with locking the building you may contact:

Bob Cabán, Vestry Property co-chair 404-625-2063 (cell) 404-634-9538 (home)	Raz Schreiber, Vestry Property Co-chair 404-790-1367 (cell) 770-938-2167 (home)
	Joel Kunkler, Vestry Senior Warden 770-558-1238

I have read and agree to the above policies and procedures.

Signature _____ Date _____

Staff Use Only:

Building Access Code Assigned: _____
 Added to the System (date): _____
 Removed from System (date): _____

Interior Keys Issued:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Wardens' Hall | <input type="checkbox"/> Brooks Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Taylor Room |
| <input type="checkbox"/> Library | <input type="checkbox"/> Sacristy |
| <input type="checkbox"/> Vergers' Keys | <input type="checkbox"/> Music Suite |

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**ADDENDUM E
Amerson House
Private Retreat Use**

Private retreats at Amerson House are offered at \$25 per night, per person. Facility Use Fees apply for overnight guests or groups using the space on a daily or half day basis.

Full Day \$150.00

Half Day \$75.00

Friday through Sunday (or equivalent) \$250.00

CHECK-IN:

Upon arrival, please collect your registration packet from the Parish Administrator in the church office. The church office hours are Monday through Thursday 9:30 a.m. – 4:00 p.m. You will receive your room assignments, necessary keys and information about the weekly schedule of worship and events at St. Bartholomew's. At the end of your stay, please return your keys to the church office. Check-out time is **11:00 a.m.**

USEFUL INFORMATION FOR YOUR STAY:

Linens: Clean sheets and towels will be provided for you upon arrival.

Dining: Meals will be your responsibility. You may cook in our well-equipped kitchen with food you bring or purchase at a nearby grocery store. Kroger and Whole Foods are within a mile of the facility. Please leave the kitchen as you find it – with all dishes clean and returned to the cabinets. There are various types of eating establishments within walking distance or a short car ride from Amerson House.

Room set-up: You will be responsible for your own room set-up. If you rearrange furniture, please return it to its original location before leaving.

Phone: There is a phone at Amerson House with local phone service only. In coming calls can be received. Contact the Parish Administrator to get the number if you find it necessary for someone to get in touch with you.

Heating and Cooling: The thermostat is in the hallway just inside the door on the left. Feel free to adjust the thermostat, keeping in mind that it takes time to heat or cool a room. Please reset the thermostat when you leave.

Supplies: Bathroom supplies can be found in the closet between the Wellspring and Bethany rooms.

IF YOU NEED ASSISTANCE DURING YOUR STAY:

During office hours, please contact the Parish Administrator: (404)634-3336 ext 224. In case of theft or fire please immediately dial 911. For after hours emergencies, please page the clergy person on call: (770)660-3877.

SPIRITUAL DIRECTION AND PASTORAL CONVERSATIONS

If you would like Spiritual Direction during your stay, we can give you the names of several local directors who will come and meet with you at an agreed upon time at Amerson House. Payment will be between you and the director. If you would like a pastoral conversation or wish to make a confession with one of the priests on staff that can also be arranged. Please contact The. Rev. Beverley Elliott at (404)634-3336 ext. 223 for further information about Spiritual Directors or to schedule a pastoral conversation.

WEEKLY WORSHIP AT ST. BARTHOLOMEW'S EPISCOPAL CHURCH:

THE HOLY EUCHARIST
IN THE NAVE:
Sunday: 8:00 a.m.,
10:30 a.m. (with choir)

IN THE CHAPEL:
Sunday: 6:00 p.m.

Wednesday: 12:10 p.m.
with Liturgy of Healing

THE DAILY OFFICE
MORNING PRAYER:
Mondays-Fridays: 8:30 a.m.
(Service in Spanish on Thursdays)
September—June in the Chapel

COMPLINE:
2nd & 4th Sundays, 8:00 p.m.
September—May (with choir)

TAIZÉ SERVICE:
2nd Mondays: 8:00 p.m.

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