

All Saints Episcopal Church

Ponchatoula, Louisiana

Policy for the Use of Facilities

Weddings

Use of the All Saints Church building for weddings shall be in accordance with "Celebrating A Christian Marriage, Guidelines for the Couple to be Married" dated May 11, 2017. A copy can be found on the All Saints web site or may be obtained from the church office. If it is desired to use the Parish Hall for either a rehearsal dinner or a reception following the ceremony, such use shall be in accordance with the guidelines for use of the Parish Hall below.

Funerals

Use of the All Saints Church building for funerals shall be in accordance with the All Saints Funeral Policy dated July 11, 2017. A copy can be found on the All Saints web site or may be obtained from the church office. A schedule for the service must be approved by the Priest in Charge before any date is set or announced. No funeral service will be held on Sundays or other days that conflict with church events. If it is desired to use the Parish Hall for a visitation prior to the service or a reception following the service, such use shall be in accordance with the guidelines for use of the Parish Hall below.

Other Uses of the Church Building

Any other use of the All Saints Church building shall be at the discretion of the Priest in Charge and must be scheduled at least 30 days in advance. In the absence of a Priest in Charge, use of the church building shall be at the discretion of the Senior Warden in consultation with the Altar Guild.

Parish Hall

Use of the Parish Hall shall be at the discretion of the Priest in Charge in consultation with the Wardens. In the absence of a Priest in Charge, use will be at the discretion of the Senior Warden in consultation with the Junior Warden. The following requirements will apply for all uses other than authorized church events:

1. **For one time use by a member:** a use fee of \$10 for each day of use and the member is responsible for cleanup. For the purposes of this policy, a member is someone who has attended 6 or more Sunday/Feast Day services at All Saints and is a financial giver of record during the past 6 months. For such use, the member is advised that the church's insurance policy will cover the church for liability, but not the member for any personal liability.

2. **For one time use by non-members or outside organizations:** a use fee of \$100 and a damage deposit of \$250. The user is responsible for cleanup. The damage deposit will be refunded if there is no damage and cleanup is satisfactorily completed. The Church reserves the right to charge additional fees for the cost of any repair of damages and/or cleanup in excess of the damage deposit. The user shall also read, understand and sign a waiver of insurance form (see attached)

3. **For ongoing use by 12 step programs or other church approved programs:** Such programs are considered outreach ministries of the church and no fees are required. Any such programs do require the approval of the Priest in Charge (or Senior Warden in the absence of a Priest in Charge) and the concurrence of the Mission Committee. A member of the church shall be appointed as the liaison between the church and the ongoing program and shall develop a space use agreement with the program on behalf of the church. Such agreement shall be reviewed and approved by the Mission Committee.

Approved by Mission Committee on September 8, 2018

WAIVER OF INSURANCE

_____ shall indemnify, defend and hold harmless All Saints Episcopal Church, Ponchatoula, Louisiana and the Episcopal Diocese of Louisiana and their respective officers, directors, employees, agents and representatives from and against all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against All Saints Episcopal Church, Ponchatoula, Louisiana and the Episcopal Diocese of Louisiana and their respective officers, directors, employees, agents and representatives from any cost and expense (including reasonable attorney's fees and costs) arising out of the use of the premises or property of All Saints Episcopal Church, Ponchatoula, Louisiana by the undersigned.

Date

Name of Group

Signature

Title