

St. Luke's Episcopal Church  
Original Date: Mar 12, 2018  
Policy Owner: Vestry

Policy #: 0004  
Current Revision: Mar 12, 2018  
Scheduled Review: Mar 12, 2020  
Effective: Aug 13, 2018

## St. Luke's Sanctuary and Facilities Use Policy

### POLICY

#### Purpose:

To establish guidelines for the use of St. Luke's facilities, so that the Sanctuary and other facilities are used in accordance with St Luke's and The Episcopal Church's values, to ensure safety to the users and to prolong the life and usefulness of the facilities.

Events that take place at St. Luke's Episcopal Church must align with the mission of the church, The Episcopal Diocese of NC, and The Episcopal Church. Fee schedule is negotiable at the Rector's discretion. In addition, the rector may waive fees if the organization's purpose aligns with St. Luke's core values.

#### I. Scheduling Procedure

To schedule the Sanctuary or any other room at St. Luke's, users should contact the Parish Administrator. This can be done by email at [parish-admin@stlukesdurham.org](mailto:parish-admin@stlukesdurham.org) or by phone at 919-286-2273. The Parish Administrator will inform the Junior Warden, and Altar Guild if necessary, of approved usage.

Priority for reservation of space is given to St. Luke's members.

All groups/individuals requesting the use of St. Luke's Sanctuary and/or facilities are to complete a Sanctuary and a Facilities Use Contract and submit to the Parish Administrator. The Parish Administrator can temporarily reserve the space while the request is being considered for approval.

Approval by the Rector of the Sanctuary and Facilities Use Contract is required for final reservation of the requested space(s).


Events may be scheduled up to one year (with a 60-day extension) from the date the Sanctuary and Facilities Use Contract is approved. Any approved Sanctuary and Facilities Use Contract is only valid for 1 year (with a 60-day extension). It is the users responsibility to notify the Parish Administrator of any cancellations.

## II. General Rules of Use:

All groups of users are responsible for their own setup and takedown activities. Moving either the altar or the organ for any purpose must be specifically requested, and must not be done without the written approval of the Rector. Rooms must be returned to their original configuration at the end of each event unless a different arrangement is delineated in the Sanctuary and Facilities Use Contract. For any use of the Sanctuary, a designated St. Luke's liaison will work with the event coordinator to ensure that all procedures are followed and the entire church property is returned to its original condition.

For any use of the Sanctuary, if there is a need to move furniture, approval must be granted by the rector. If approved, a pre-event meeting must be held with the rector and the liaison. Any movement of furniture will require attendance at a pre-event meeting, a \$500 fee and a \$250 deposit. The deposit will be returned if all furniture is returned to the proper place, the liaison has reviewed the space, and no damage has been found. If damage is found, damages up to \$250 will be deducted from the deposit and damages greater than \$250 will require a claim be filed with the user's insurance company for repairs/replacement. (See section VI: Insurance). Movement of any furniture will also require a signed acknowledgement that if the Sanctuary is not returned to the exact specifications, which will be provided at the pre-event meeting, the group using the space will no longer be permitted to use St. Luke's facilities.

If any musical equipment (for example, organ, piano, etc.) will be used, the Music Director must also be included in the pre-event meeting. The liaison will be responsible for coordinating the event checklist at this pre-event meeting.

The person signing the Sanctuary and Facilities Use Contract is the designated responsible person and will be held liable for payment of all fees (if required) for the use of the Sanctuary and/or Facilities, and is accountable for any damages that occur during building use.

No unsupervised children are allowed at any time.

Facility use must be limited to the hours between 8:00 AM and 10:00 PM, unless an exception is delineated in the Sanctuary and Facility Use Contract. The Sanctuary is not available for use on Saturday at any time or on Sunday before 3PM.

Smoking is prohibited on the church grounds and inside the church facilities. The entire campus is smoke-free.

All waste is to be removed from the facilities immediately after each use. Recycling and trash cans are located behind the kitchen in Johnson Hall. Additional carts are available on the west side of the Gray Building. Any additional cleaning costs are included in the fee structure below.

No food is permitted in the Sanctuary.

The user is limited to the specific space(s) reserved and restrooms. No additional space can be used, even if additional space is empty at contracted time. Under no circumstances may the office be accessible.

All lights, appliances, and fans are to be turned off at departure.

St. Luke's members reserving the facilities for special purpose events, not attended by the general congregation, might consider making a donation to St. Luke's for the use of the facilities to offset wear and tear and to cover expenses.

### III. Parking:

St. Luke's parking lots include space for 104 vehicles. Any additional parking will be the responsibility of the facility user, not St. Luke's.

### IV. Printing:

Printed materials for any non-St. Luke's events will be responsibility of the facility user.

## V. Alcohol Policy:

On July 9, 2012, the St. Luke's Episcopal Church Vestry approved the following policy for serving alcoholic beverages at any event held on the church's property:

1. Event coordinator(s) must advise the Parish Administrator (PA) of plans to serve alcohol at a church event. (PA will tell the Rector)
2. All applicable state, federal, and local laws must be obeyed.
3. Alcoholic beverages must be clearly labeled as such.
4. Non-Alcoholic beverages must always be served in an equally attractive and accessible way.
5. Food must always be served at all times that alcohol is served.
6. The serving of alcoholic beverages at church events shall not be publicized as an attraction of the event.
7. Whenever alcoholic beverages are served, one or more persons must be designated as bartenders. Bartenders are responsible for enforcing a limit of two (2) alcoholic beverages per person, as well as for denying alcoholic beverages to any person who appears to be intoxicated.
8. Outside organizations using space at St. Luke's are prohibited from serving any alcoholic beverages at their events.
9. Serving of alcoholic beverages at receptions following weddings, funerals, baptisms, ordinations, or other liturgical services held at St. Luke's must comply with all of the guidelines listed here. There may be additional guidelines specific to wedding or funeral receptions that must also be complied with; these guidelines are listed in the appropriate documents.
10. The Rector reserves the right to refuse permission for alcohol to be served if she/he determines such use would be contrary to the spirit or purpose of the gathering.

## VI. Insurance:

The person(s)/group sponsoring the event must provide a certificate of insurance as evidence of Special Event Liability Insurance or Commercial General Insurance that provides broad protection for liabilities arising out of such events in the amount of at least \$500,000. We do not require event cancellation coverage. The certificate must show St. Luke's as an additional insured for the event taking place on St Luke's premises. The cost for such a policy will be dependent on the type of event and number of anticipated guests.

Event insurance coverage provides for St. Luke's protection in the case of an injury to an event guest on the premises (such as a slip and fall), property damage coverage (someone connected with the event or a guest damages St. Luke's property), and liquor liability (if liquor dispensing has been approved for the event by St. Luke's).

Event insurance can be obtained from general service insurance companies, and the sponsor should contact his/her or the group's usual insurance contact.

At least 1 month prior to the event sponsor must provide a certificate of insurance of Event Liability Coverage or Commercial General Liability coverage in the amount of at least \$500,000 with St. Luke's Episcopal Church listed as an additional named insured.

## VII. Other Sanctuary Specific Policies:

All events in the St. Luke's Sanctuary must be aligned with the Vision and Mission Statement of St. Luke's. St. Luke's may allow the use of the Sanctuary for religious ceremonies, musical performances, rehearsals, meetings, conferences, workshops, or other art events. As previously stated, approval of any event will be determined by the rector.

Ushers will not be provided by for non-St. Luke's events.

Any non-St. Luke's musicians must be approved by the rector and music director.

Any use of St. Luke's Sanctuary sound system must be coordinated through the St. Luke's event liaison to ensure the proper use of the sound system. Use of any sound system without the liaison is prohibited.

Any use of candelabras or other Sanctuary items must have prior approval. If use is approved, an additional charge will be included in the usage fee schedule and will be coordinated through the liaison to the Altar Guild and rector.

## St. Luke's Sanctuary and Facilities Use Contract

Organization:\_\_\_\_\_

Contact Person:\_\_\_\_\_

Contact Number:\_\_\_\_\_

E-mail:\_\_\_\_\_

Address:\_\_\_\_\_

Type of Function:\_\_\_\_\_

Date of Function:\_\_\_\_\_

Reserve Time (include set-up/tear-down): \_\_\_\_\_

If recurring, list dates:\_\_\_\_\_

Number of people at event:\_\_\_\_\_

Room(s) Requested:\_\_\_\_\_

Total Facility use fees:\_\_\_\_\_

Facility use fees paid?: Y/N (required prior to event)

Date of contract renewal ( 1 year and 60 days from church official's signature):\_\_\_\_\_

In consideration of permission to use the Premises, the undersigned hereby agrees as follows:

To assume responsibility and pay for all damages caused to the Premises (including any furniture, fixtures and equipment located within the Premises) during the time of use, whether caused by the undersigned or any invitee or guest of the undersigned. To indemnify and hold harmless the Church and its membership from any and all claims, causes of action, losses, expenses (including reasonable attorney's fees) and costs arising out of, related to or connected with the use of the Premises by the undersigned or any invitee or guest of the undersigned.

Signature of person requesting facility use:\_\_\_\_\_

Date:\_\_\_\_\_

Signature of church official approving request:\_\_\_\_\_

Date:\_\_\_\_\_

**St. Luke's Fee Schedule:**

<b>Space</b>	<b>Non Church Member, Non Profit, No Charge for Admission Events</b>	<b>Commercial Use, Charge for Admission Events</b>
<b>Johnson Hall with Kitchen</b>	\$25 / hour \$100 / day	\$35 / hour \$150 /day
<b>Kramer Room, Sprague Room or Gray Building Room</b>	\$10 / hour \$25 / day	\$15 / hour \$50 / day
<b>Sanctuary</b>  <b>If any furniture will be moved</b>  <b>Use of Sanctuary Items</b>	\$200/day  additional \$500 fee and \$250 deposit. MUST be pre-approved.  Candelabras: \$200 for up to 4 Hangings changed/moved: \$150 Communion Set: not available	\$1000/day, with rector's permission

Groups are responsible for their own set-up and take-down activities. Note that neither the organ nor the altar is to be moved without specific request and written approval from the rector. Any set-up or take-down activities done by St. Luke's will be charged at \$20/hour per person needed (1 hour per person minimum charge). If this is desired, it should be pre-arranged. Availability of St. Luke's personnel to assist is not guaranteed. In instances where set-up/take-down by St. Luke's is needed, but is not pre-approved, this work may result in the group not being allowed to use our space in the future.

## St. Luke's Mission Statement, Vision Statement, and Campus Guide

### **St. Luke's Vision Statement:**

*With God's love and law written in our hearts, and drawing from the well of Christ's living water, we strive to be Christ's hands and feet in the world.*

**St. Luke's Mission Statement:** *Nurtured in Jesus, we welcome radically, serve gratefully, and love abundantly.*

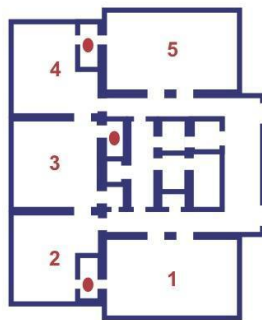




the art of living your faith

Church T 919 286 2273  
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[www.stlukesdurham.org](http://www.stlukesdurham.org)

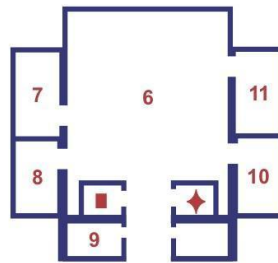


#### Gray Building

1. Godly Play Classroom  
Grades 3, 4 & 5
2. Godly Play Classroom  
K through 2nd Grade
3. Youth Room
4. Classroom
5. Classroom
- Unisex Restroom

#### Johnson Hall

6. Fellowship Hall
7. Children's Chapel
8. Nursery
9. Choir Vesting
10. Music Room
11. Kitchen
- Women's Restroom
- ◆ Men's Restroom



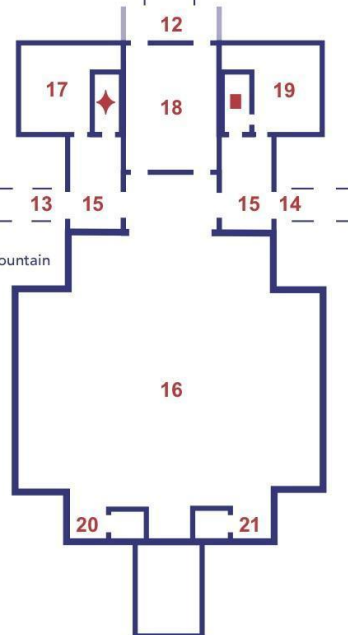
Memorial  
Garden



Fountain

#### Church & Facilities

12. West Entrance
13. South Entrance
14. North Entrance
15. Foyer
16. Worship
17. Parish Offices
18. Sprague Room
19. Kramer Room
20. Chapel
21. Healing Chapel
- Women's Restroom
- ◆ Men's Restroom



1737 Hillandale Road Durham, NC 27705

Event Checklist  
(internal to St. Luke's)

Event Title:

Description:

Date/Time:

Location (Rooms):

Checklist

- ☐ Event approved and on all church calendars
- ☐ Liaison appointed: \_\_\_\_\_
- ☐ Publicity in place (if St. Luke's is responsible)
- ☐ Space preparation in place (pre-event meeting)
- ☐ Space clean-up plan in place
- ☐ Altar guild notified (if appropriate)
- ☐ Music director notified (if appropriate)
- ☐ Senior/Junior Warden notified (if appropriate)
- ☐ Liaison or other St. Luke's coordinator has completed the Event Fee Checklist prior to approval of contract