

TITLE: Use of Church Property or Facilities by Outside Groups	NUMBER: D-1
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**USE OF CHURCH PROPERTY OR FACILITIES
BY OUTSIDE ORGANIZATIONS OR INDIVIDUALS**

BACKGROUND:

It is the policy of the Vestry to permit the use of Parish facilities and property by other organizations or individuals where such use is consistent with the purposes of the Parish and when such use does not conflict with use by the Parish. This policy applies to requests for use by organizations or individuals outside the Parish, whether or not sponsored by a Parishioner.

POLICY/PROCEDURE:

1. The Rector approves or disapproves requests for use.
2. The Rector considers the following criteria:
 - a. Whether the principles, objectives, and proposed actions of the organization further or are consistent with those of our Parish.
 - b. Whether the time and place do not conflict with the use of the property by any organization of St. Stephen's. Confirmation of any use is usually not given more than 45 days in advance.
 - c. Whether the requestor agrees to leave the facilities, (or to return the property) in the same condition as it was found, and agrees to abide by the alcoholic beverage policy. (See Serving of Alcoholic Beverages D-5).
 - d. Whether the use does not involve the making of a profit by the organization or individual involved. This may be waived if there is a clear interest to the Parish in promoting the proposed cause and a clear understanding that there will be a charitable disposition or use of the proceeds.
3. The user agrees to reimburse the Parish for any additional service required by the Sexton or others to restore the facilities or property to its condition prior to usage.
4. To help defray the cost of utilities and custodial services, a usage fee may be charged. The exact amount of the fee is determined by the Rector.
5. The Rector reviews annually, with the using organization, continued availability of Church facilities.