



Facilities

ST. JOHN'S OF
LATTINGTOWN
EPISCOPAL CHURCH

**RULES &
REGULATIONS 2007**

Facilities Documents

Application Form
Rules & Regulations
Donations Guide

Please review all pages
and complete the re-
quested information.

Return this form, along
with security deposit, to
the Parish Office.

Attach additional pages, if
necessary.

RULES & REGULATIONS GOVERNING FACILITY USE

Various groups may use the facilities of St. John's for private events, following established guidelines. The following regulations for the use of all parish facilities and grounds are outlined below. These guidelines have been established to insure that the facilities and grounds are properly maintained and preserved. Each request will be approved by committee before consent for use is given. In order for your use to be approved, these regulations must be complied with.

I. THE APPLICATION PROCESS

* The Rector and Wardens of St. John's will approve or deny the request for usage within ten days from the date of the application depending on what they deem as "appropriate use" of parish facilities. Dates and times for use of parish facilities may be further determined by availability on the parish's master calendar.

* All interested parties must submit the attached "Request for Use of Parish Facilities" form to St. John's of Lattingtown for approval. Additional copies of these forms may be obtained from the parish office. All requests must be submitted at least four weeks prior to the first day of requested use. Notification of approval or denial will be sent accordingly.

* A security deposit of \$200. is required at the time the application for use is submitted and an interview conducted. This deposit is refunded following the event, if no damages are made to the property and facilities are left in good order, or application denied, otherwise it is retained.

*Within ten days of approval, donations are received (see attached Schedule of Suggested Donations for Facility Use at St. John's of Lattingtown).

If the event is canceled, the security deposit may be forfeited.

*A certificate of Liability Insurance in the amount of \$1,000,000. (one million) which designates the "Wardens, Vestry and Clergy of St. John's of Lattingtown" as loss payee may be required as a condition for permission to use the parish facilities. Proof of Insurance is required prior to event date.

PLEASE NOTE

*Failure to comply with regulations will terminate any further use of facilities by that individual or organization.

*The selling of any items on parish property must be approved in writing by the Rector and Wardens of St John's.

*All areas except those approved in the application, are strictly off limits during all functions. It is the responsibility of the user to enforce this restriction. Any resulting damage or disturbance of these areas during an event may result in forfeiture of security deposit and additional damage cost.

II. SET-UP

*It is the user's responsibility to provide St. John's with a layout of the room use, including arrangement of tables, equipment, sound systems, etc.

*It is the user's responsibility to handle actual room set-up, including table and chairs arrangement.

*Access must be requested for set-up prior to the event.

III. CLEAN-UP

*All tables and chairs must be returned by user to their proper storage place after use.

All areas used for heating, distributing and eating of food, including kitchen, must be thoroughly cleaned with appropriate cleaning agents, provided by the user.

*All litter and garbage must be bagged and taken out to the dumpster located on the west side of the Dunleavy building (Old Tappan Road), by the end of the function. Bags will be provided.

*If the kitchen is used, all utensils, dishes and glassware must be properly washed and put away, all counters wiped clean and all areas left in "as found" condition.

*Windows must be closed and latched, all lights turned off and the facility properly secured.

IV. DECORATION / ART

* Decoration on all interior walls and halls are to be attached to existing cork stripping or hooks, where available. Any additional or extensive plans for decorating must be approved in advance.

V. AUDIO / VISUAL SYSTEMS

* Only a parish approved technician may setup parish owned systems.

* Audio / Visual systems imported for an event are the responsibility of the outside group, and must be approved by the parish prior to use.

VI. ALCOHOL, TOBACCO AND DRUGS

* Smoking is NOT PERMITTED inside any part of the Church Building or Cloister.

* The use of illegal drugs is not allowed on parish property.

* The use of alcohol on parish property must conform to the following Diocesan guidelines:

- a) Non-alcoholic beverages should be made available and should be presented as attractively as alcoholic beverages.
- b) All beverages should be identified clearly as " with" or "without" alcohol.
- c) Sale of alcohol is not permitted.
- d) Food should always be available when alcoholic beverages are served.
- e) Food with alcohol content should be labeled as such.
- f) Persons under the legal drinking age should not be permitted to serve or be served alcoholic beverages, including beer and wine.
- g) Time limits should be set and followed (i.e. wine during the meal) when alcohol is to be served.
- h) No alcoholic beverages or bottles should be left on premises after an event.

VII. PETS / ANIMALS

* Pets and animals are not allowed within any facility of the parish unless they are part of an approved event or needed for medical reasons.

VIII. FACILITIES MANAGEMENT

* In the event that any damage to the facility (or equipment) used occurs a recommendation will be made to the Rector by the facilities manager of the church regarding the cost of correcting the damage. The group using the facility must pay for any and all damages.

* If deemed necessary, the Rector may contract a cleaning service if the facility is not properly cleaned after use. The cost of that service will be passed on to the user of the facility.

* Any damage to the facility or equipment must be reported to the Parish Office within 24 hours of the use of the facility.