

Building Use Policy for Non-Parish Events

Version 1, May 2010

St. David's Episcopal Church

Location:

Corner of State Roads 45 & 135
In Bean Blossom, Indiana

Mailing address:

P O Box 1798
Nashville, IN 47448

Contact numbers:

St. David's	812-988-1038
The Rev. Don Jones	cell: 812-361-1283
Joe Ridenour	home: 812-597-0135
Ray Laffin	home: 812-988-8768

Why do we make our meeting rooms available to the community?

The people of St. David's Episcopal Church try to use our resources in ways that are accountable to our mission statement, *To do and be the gospel in the world*. We believe that, because we're stewards of God's blessings, we should care for our buildings to the best of our abilities and share them with the community.

Who may hold events at Saint David's?

- We seek to share our building with organizations and groups that are not-for-profit and contribute to the betterment of our community.
- A **non-parish event** is one in which St. David's parishioners do not make up the majority of the membership of the group involved. The occasion of the use for which this policy is directed is "occasional" use as opposed to "regular" use.
- This policy is not considered to apply to self-help groups or small groups which meet regularly here.
- All requests for use must be approved by the Rector, who maintains the scheduling calendar.
- St. David's Episcopal Church does not discriminate on the basis of gender, race, ethnic origin or sexual orientation. We do not make our facilities available to groups that are not in support of this standard.
- If a question should arise as to the character or purpose of any group requesting use of our facilities, the Baptismal Promises contained in the Book of Common Prayer will be the basis for our decision concerning that group's eligibility. We are committed to striving for justice and peace among all people and to respecting the dignity of every human being.

What does it cost?

At this time St. David's is not requesting fees for use of our facilities but we gladly accept donations. Donations will be used for the ministries of this faith community, for the Episcopal Church in Indiana, and for the needs of our neighbors here in Brown County and all over the world. We are a 501(c)3 organization and your contributions are tax-deductible. Checks can be made to St. David's Episcopal Church and given to the rector.

Spaces Available for Non-Parish Events

Please note that all of our buildings and public areas are wheelchair-accessible.

1. Ackerman Parish Hall

Ackerman Hall includes a 15 foot by 25 foot meeting room set up with four tables and 20 chairs. A kitchenette and a unisex restroom are located in the same building.

2. The Gathering Place

The Gathering Place, in the main church building, is comprised of two spaces, which can be divided by a folding wall. The back of the room opens on to a deck facing the woods. The combined spaces can accommodate approximately 80-100 people. Arrangements for using the kitchen must be made separately. There are men's and women's restrooms adjacent to the larger space. Use of the Gathering Place does not include use of the kitchen except by advance arrangement and agreement to the Kitchen Use Policy.

3. The Kitchen

Located in the main building, the Kitchen has three ovens, a stovetop with four burners, a microwave, refrigerator, silverware and dishes, and a limited number of cooking utensils. There is a service hatch from the Kitchen to the Gathering Space. Use of the Gathering Place does not include use of the kitchen except by advance arrangement and agreement to the Kitchen Use Policy. Food and coffee stored in the kitchen are for parish events only.

4. The Nave

The Nave seats about 100 people and is appropriate for concerts, plays, and readings. For events that are open to the public, we require that your group take steps to avoid overcrowding. No food or beverages are allowed in the Nave. Use of the Organ is not included in the Nave rental; if you wish to use the Organ you must make arrangements with the Director of Music. If you anticipate that you will need to move furnishings in the Nave, please discuss this in advance with the Rector.

Contact Information for Group Applying for use of St. David's Facilities

Name of Organization: _____

Address: _____

Contact Person: _____ phone: _____

Nature of Event: _____

Date of Event: _____

Time span of Event: _____

Ongoing Event: weekly monthly Annual other _____

Space requested: _____

Number expected: _____

Office use only

Approval: _____
signature