CONTRACTED USE OF CHURCH FACILITIES BY OUTSIDE GROUPS

POLICY

Episcopal Diocese of the Rio Grande

POLICY:

Churches may consider requests from outside groups to use their facilities. Such requests must be subordinate to the needs of the congregation and be balanced by a congregation’s desire to be a good neighbor in the community against legal liabilities that come from allowing others to use their facilities.

SCOPE:

This policy applies to all Diocesan churches.

PROCEDURE:

1. Outside group users should preferably be non-profit organizations.
2. Requests for use of church facilities are reviewed and approved by the Rector/Priest-in-Charge.
3. Prior to approving the use of church facilities, a Certificate of Insurance Request Form must be completed.
4. A group requesting facility use should provide evidence of insurance by providing a certificate of liability that names the church as an additional insured.

   a. One-Time Use
      A written facility use agreement for one-time use should be signed by the Rector/Priest-in-Charge and a representative of the outside group that includes:
      - Hold Harmless language.
      - A fee schedule reflecting fair rental value and related expenses.
      - The date and times the facility will be used.
      - Responsibility for set-up and clean-up of the facility.
      - The use of buildings/grounds must be confined to that portion and use requested.
      - Behavioral expectations regarding the consumption of alcoholic beverages, smoking, conduct, and treating the property with care.

   b. Recurring Use
      Contact the Diocesan Chancellors to begin the process of completing a lease agreement with their consultation. Once approved by the Trustees of the Property, the lease agreement should be signed by the Rector/Priest-in-Charge and a representative of the outside group.

FORMS:

Certificate of Insurance Request Form
Church Facility Use Agreement

Approved by Standing Committee: December 4, 2019