

ALL SAINTS' EPISCOPAL CHURCH

BUILDING STANDARD OF CONDUCT AND RESPONSIBILITY

1. Non-parish or diocesan groups must provide the Event Coordinator a current certificate of insurance for liability, covering the organization using All Saints' facilities, prior to the function. If this is an organization that has requested repeated (daily, weekly, monthly, etc.) use of the facilities, they must provide an updated certificate of insurance for each period covered. This provision may be waived with the approval of the Rector and/or Vestry.
2. Each group will take full responsibility for its activities, take proper care of the facilities and abide by the regulation regarding both the facility and its equipment. The person or persons in charge, as well as the entire group, shall be responsible for all loss or damage to the facility and its equipment, caused by their group.
3. Each group will have a responsible leader, 21 years of age or older, as the group contact. Youth groups shall have appropriate adult supervision in accordance with the Safeguarding God's Children Policy (attached) established by the Episcopal Diocese of Michigan. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
4. The church parking lot is available for use during the time of your event, although other groups might be using the building. They will also be permitted to park there. ALL FIRE LANES ADJACENT TO THE CHURCH MUST BE KEPT CLEAR AT ALL TIMES.
5. In the interest of security, the church staff, at their discretion, may politely question those on the premises. Lessees are also requested to politely question anyone who arouses their suspicions and to alert a church staff member and/or call the Oakland County Sheriff's Department (248-858-4950) if they feel uncomfortable. Further, a member of the church staff or Vestry may attend any function held at All Saints' Church.
6. Lessees are required to remain in areas specified in the Building Use/Rental Agreement and are responsible for keeping group participants in those areas.
7. All Saints' Episcopal Church assumes no responsibility for personal or private property brought on the grounds or into the building. It is recommended that valuables (purses, cell phones, clothing, books, etc.) not be left unattended.

8. **SMOKING ANYWHERE INDOORS IS PROHIBITED AT ALL TIMES.** Smoking is only allowed outside the building. **The fire escape is not to be used as a smoking area.** It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may result in a cleaning surcharge.
9. Upon leaving the building at the conclusion of each event, the Lessee must be certain that the Sexton's checklist is completed. The Sexton will be available to complete the list. Some of the list items include:
 - a. All lights and appliances are turned off.
 - b. All doors are locked.
 - c. Garbage and trash is disposed of properly in the dumpster at the far end of the parking lot.
 - d. The room is returned to its condition before the meeting - including the arrangement of tables and chairs.
 - e. The floor is swept.
 - f. If the kitchen is used:
 - i. All eating and preparation surfaces are washed clean.
 - ii. Coffee grounds are disposed of in the trash, not the sink.
 - iii. No food items are left on the premises or in the refrigerator or freezer.
10. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
11. Gambling and/or drug use is not permitted.
12. No events may be scheduled during Holy Week.
13. There us an additional set of rules if you are renting the kitchen.

I have read the All Saints' Episcopal Church building regulations and will be responsible for my group/organization abiding by them.

LESSEE:

Name and Title (please print)

Signature

Date