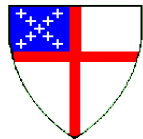


Our Mission is to Know Christ and to Make Him known

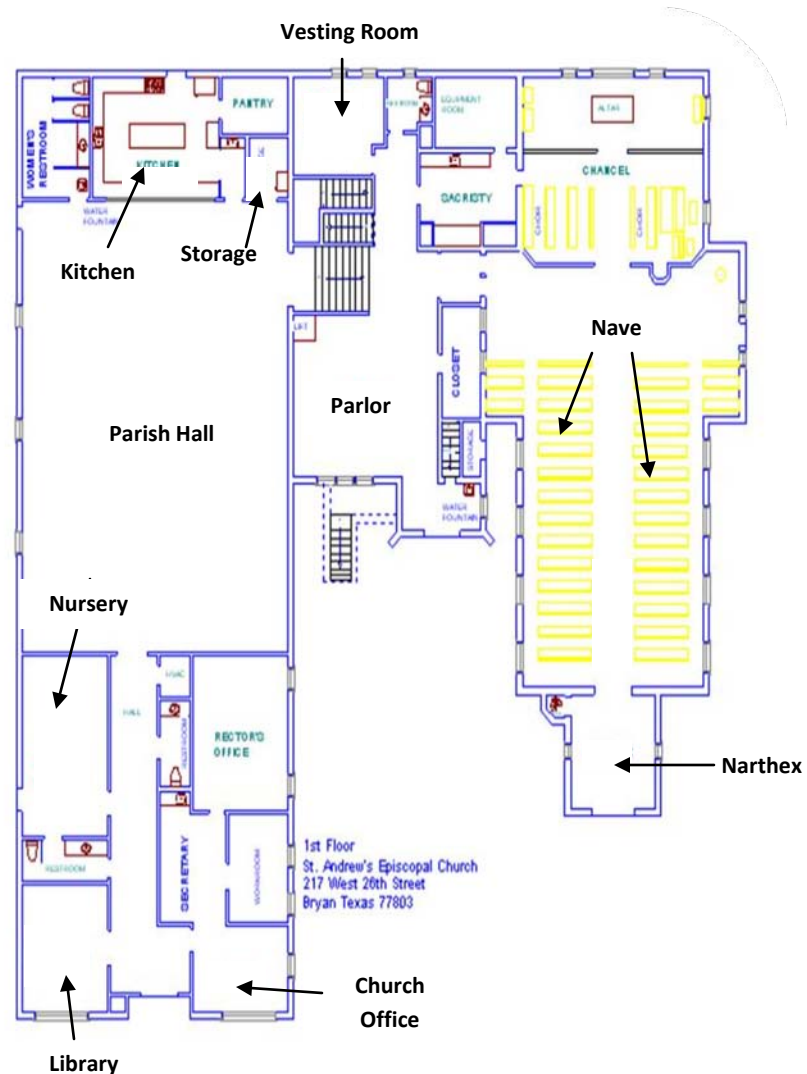


Policies for Facilities Use & Planning Guidelines

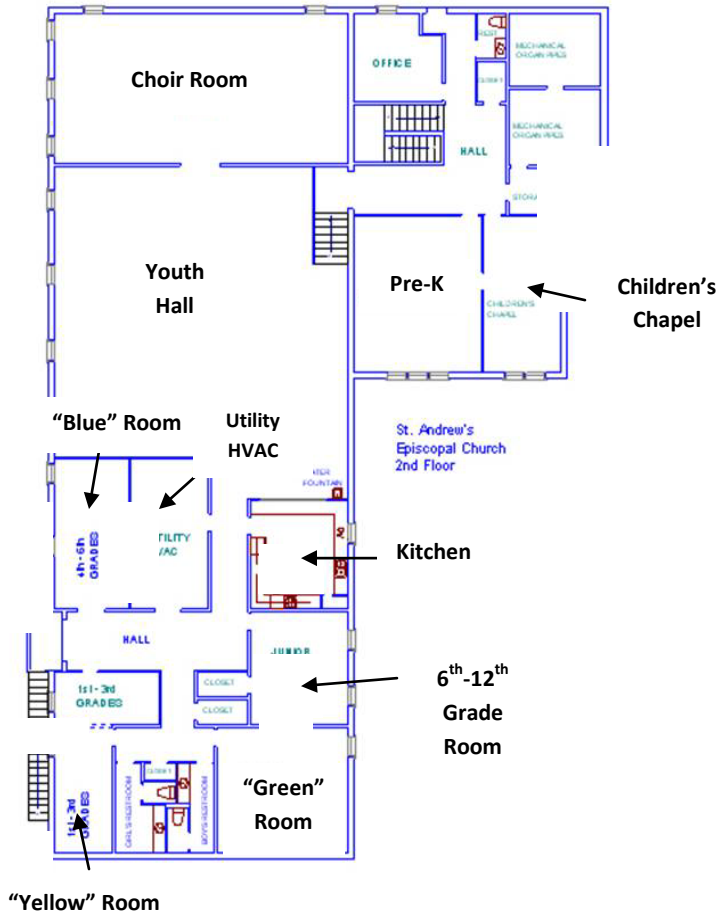
St. Andrew's Episcopal Church
217 W. 26th Street
Bryan, Texas 77803
979-822-5176
Fax: 979-823-3874
office@standrewsbcs.org
www.standrewsbcs.org

The following policies pertain to the use of facilities for events other than weddings

Site Map
1st Floor



Site Map
2nd Floor



CONTACTS

Church Secretary/Dianne Gilbert
office@standrewsbcs.org

CHURCH OFFICE HOURS:

Monday-Thursday 9:00 a.m. – 4:00 p.m.

Friday 9:00 a.m. – 12:00 noon. (staffed by volunteers)

Rector/Sean Cox rector@standrewsbcs.org

Senior Warden/Kathleen Phillips
seniorwarden@standrewsbcs.org

Facility Committee/Dutch Elmendorf
e.elmendorf@verizon.net

Sexton/Jeff Waskom j-waskom@tamu.edu

Bookkeeper/Mark Hafley finance@standrewsbcs.org

Hospitality Ministry Coordinator/Jennifer Lilleker
mrsmodelt@hotmail.com

Director of Communications/Alison Sawyer
communications@standrewsbcs.org

Christian Formation

Mike Mullen youth@standrewsbcs.org

Julie Vilas education@standrewsbcs.org

Youth & Young Adult Ministries/Mike Mullen
youth@standrewsbcs.org

Nursery Supervisor/Robin Alderete
ralderete1@hotmail.com

Planning Checklist
related to
Parish-Sponsored Functions

Updated 01-11-2012

- **Check the online Church Calendar** to insure the date/space is available for your function. This should also include viewing community or downtown events that may affect parking. Please avoid scheduling/facility use conflicts. Check with the parish secretary if you have questions regarding the calendar.

- **Contact the Parish Secretary.** Your function might need to be approved. Information regarding a contact for your function is required.

- **Contact the Hospitality Ministry coordinator.** After your function has been approved **and** you have contacted the church secretary. If you are not using the kitchen you do not need to contact the Hospitality Ministry coordinator.

- **Contact the church Sexton** to open/set-up/clean-up/close for your event, based on his availability. If this service is need for your function, the fee is \$15 per hour. This fee will be deducted from your operating budget unless you make other arrangements with the bookkeeper.

- **Contact the Nursery Supervisor** if childcare is needed during your event, to arrange childcare/nursery.

The fee is \$12.50 per hour per childcare worker.
A minimum of two childcare workers are required.

Additional childcare workers may be required depending on the number of children. Requirements regarding childcare worker/child ratio must to be discussed with the Director of Christian Formation. This fee will be deducted from your operating budget unless other arrangements are made with the bookkeeper.

- **Contact Director of Communications** regarding announcement guidelines.

Please visit with the Rector if you would like to discuss a new small group/ministry.

POLICIES FOR FACILITIES USE AND CHARGES

The following policies pertain to the use of facilities for events other than weddings, please refer to the "PLANNING YOUR WEDDING" booklet on the church website www.standrewsbcs.org under Event Planning.

AGREEMENT FOR FACILITIES USE

No individual, group or party may use any of St. Andrew's facilities without first completing the Facilities Use Agreement. The completed Facilities Use Agreement and all fees and deposits must be paid to St. Andrew's a minimum of ten (10) days prior to the scheduled use date.

Waiver of the completion of a Facilities Use Agreement, under extremely extenuating circumstances, will be at the discretion of the Rector or Senior Warden.

SCHEDULING USE OF FACILITIES

ALL scheduling will be coordinated through the Parish Secretary.

Arrangements for a key and training in alarm security need to be scheduled with the Parish Secretary, Senior Warden, or Rector.

Reservations for facilities will be on a first-come, first-serve basis regardless of classification of user.

In the event of conflicts of date, time, or other unforeseen circumstances, the church reserves the right to give reasonable notice, refund any fees or deposits paid and cancel permission to use the facilities.

If an event not conforming to the standards of the Episcopal Church has been scheduled due to untrue or misleading information provided by the user, the Rector and/or the Senior Warden may reject or cancel the event without notice.

CLASSIFICATION OF USER

There are three classes of users who may use the St. Andrew's facilities. They are:

1. Active/pledging/contributing parishioners of St. Andrew's.
2. Charitable organizations, non-profit organizations and support groups,
3. Non-parishioners/non-active or non-contributing parishioners.

Fees and deposits shall be charged by the following user classification:

1. Active, Pledging/Contributing St. Andrew's Parishioners shall not be charged for the use of any facilities. Users will be required to complete an application for facilities use. The deposit may be waived by the Rector and/or Senior Warden under special circumstances. Additionally users may be charged a fee to compensate the Sexton for opening/closing/clean-up.
2. Charitable Organizations, Non-profit Organizations and Support Groups upon presentation of bonafide credentials which support the qualification will be charged user fees. The fee charged will be set by the Rector and/or Senior Warden to cover wear and basic expenses such as utilities. Additionally users may be charged a fee to compensate the Sexton for opening/closing/clean-up. Users may be required to complete an application for facilities use. The deposit/user fees may be waived by the Rector and/or Senior Warden under special circumstances.
3. Non-parishioners, Non-active, Non-pledging or Non-contributing parishioners will pay all scheduled fees, make required deposits and complete an application for facilities use.

FEES AND DAMAGE/CLEAN-UP DEPOSITS

All fees and deposits required for facilities use are set by the Rector and/or Vestry.

All fees and deposits are to be paid to the Parish Secretary a minimum of 10 days prior to the scheduled use date. The fee and the deposit shall be paid in advance with the deposit being

refunded after the use date contingent upon the conditions set for the concerning damages/clean-up are met.

The full deposit or any portion thereof may be retained to cover any repair of damage or required clean-up resulting from the use of the facility.

Use of facility is not exclusive to "User". Some Parish members also have access to facility. Some Parish Members may be entering the building for short periods of time as needed.

Church/Nave seating capacity: 200 persons as follows: With 5 adults per pew, the Nave will comfortably hold 150. An additional 20 can be seated in the choir area. Be aware that seating beyond these numbers, it is necessary to seat more people in each pew and possibly add folding chairs.

Church (Nave, etc.)	\$400 per day
Parlor	\$100 per day
Parish Hall & Kitchen	\$200 per day
Youth Hall & Kitchen	\$150 per day
Sunday School Rooms (per room)	\$60 per day
Library	\$50 per day
Fees for ½ day will be one-half of the above listed prices	
Parking Lot	\$25 per hour

DEPOSITS

Church (Nave, etc.)	\$125.00
Parlor	\$40.00
Parish Hall and Kitchen	\$100.00
Youth Hall and Kitchen	\$75.00
Sunday School Rooms (per room)	\$30.00
Library	\$25.00
Parking Lot	\$100.00

CHURCH PROPERTY

Users will be responsible for all damage to church property used by them. The Church will be compensated for all damage done to the church by the user when the amount exceeds the advance deposit. In the event the user requires entry of certain items not ordinarily housed in similar facilities which could jeopardize church insurance or the general welfare of the church facility, approval in writing must be first obtained from the Facility Committee.

The user is responsible for moving any tables and/or chairs and returning them to their proper place after their use.

St. Andrew's does not provide, except for parishioners, linens, glassware, or catering items to users. With authorized permission from the Rector, Senior Warden or Church Secretary, limited items used must be cleaned & returned to proper places. Bring your own cooler and ice, as there is not an ice maker.

NO NAILS, TACKS, FLORAL TAPE, OR TAPE OF ANY KIND IS TO BE USED IN ANY CHURCH FACILITY.

We ask that Church banners, posters, pictures, pianos, etc. in any of the Church facilities remain in place. They are not to be moved without receiving prior permission from the Rector or Senior Warden.

Use of organ or piano only by authorization from the Director of Music, Dr. Alan Strong music@standrewsbcs.org.

Any flowers used in the Sanctuary must be all natural – no artificial or silk flowers may be used in the arrangements.

No bows or other decorations may be used on the seven branch candelabra on the reredos (behind the Altar).

If you are using the Sanctuary/Nave, please contact the Office to set up an appointment with a member of the Altar Guild to help you with your needs.

Any deviation from these guidelines should be given, **in writing**, to the Rector for approval.

Only wine, champagne or beer may be served, no other liquor.

**SMOKING IS NOT PERMITTED IN ANY OF
THE CHURCH'S FACILITIES**

OPENING/CLOSING OF FACILITIES

Please refer to the separate document "Opening and Closing of Facility Checklist" for further instruction before entering the facility. This document will be given to you upon issue of church key.

All users shall return the used facilities to the same condition as when received.

All users will be responsible for cleaning up any area used and restoring the original position of any and all chairs, tables, etc. if applicable.

Cleaning equipment: Vacuum, groom & mop, are located in the small room located behind the double doors in the southwest corner of the Parish Hall. Tables are stacked on the left & chairs on the right.

We welcome you to join us for worship.

Sunday Schedule

7:30 a.m. Rite I Communion service (no music)

*9:00 a.m. Rite II Communion services with organ music,
Children's sermon 1st Sunday, Children's Chapel after 1st
Sunday; nursery open*

*10:15 a.m. Coffee and pastries in the Parish Hall, Sunday
School for all ages until 11:05 a.m.*

*11:15 a.m.: Rite II Communion service with organ music
and Parish Choir; Children's Chapel*

Week Day Schedule

7:30 a.m. Morning Prayer Monday-Friday

*We invite you to learn more about our vibrant parish,
and how we are making Christ known
in a variety of ways.*