



ST. ELISABETH'S EPISCOPAL CHURCH  
556 Vernon Avenue, Glencoe IL 60022

Guidelines for Building Use by Individuals and Outside Groups

These guidelines have been established to facilitate expanding the ministry of St. Elisabeth's through allowing use of its buildings by outside groups whose mission and purpose is consistent with that of the Church and by individuals where the proposed use is consistent with the mission of the Church. These guidelines are also intended as a framework for developing any formal agreements for both short-term and long-term use by outside organizations or individuals.

1. An organization requesting use of our building that is a church, other religious institution, or non-profit organization exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code may hold events or conduct activities that involve payment by those attending or involved in the activities (as, for example, an admission fee, tuition, or a donation). The Church must be able to verify the exemption by reviewing a copy of the organization's determination letter or finding it on the Internal Revenue Service list of 501(c)(3) organizations.
2. An individual or an organization that is not a 501(c)(3) organization will be permitted to use the building only if the individual or organization does not receive any payment from those attending the event (whether as admission or donation) or otherwise in connection with activities conducted in the Church.
3. Any use of the Church by an organization or individual must be consistent with the zoning restrictions applicable to the Church, and, in the judgment of the Church, consistent with the Church's mission.
4. The Church will furnish no services, facilities or goods to any outside organization or individual using the Church other than those customarily provided by a landlord, and any such services, facilities or goods will be furnished only by agreement.
5. The Rector or the party he/she designates will be responsible for scheduling building usage. Church services and other church-sponsored activities will take precedence over any activities/events conducted by outside groups. These guidelines, which have been approved by the Vestry, will be supplied to all organizations or individuals requesting space usage. Requests for long-term usage will require Vestry review and approval.

6. The space to be shared and limitations on its usage will be clearly defined in a formal agreement. The length and amount of time the building will be used by the outside organization or individual will be clearly stipulated along with requirements for amending, renewing or terminating the agreement. A contact person for each party will be clearly established.
7. Use of church-owned instruments, equipment and supplies and storage of materials belonging to the individual or outside organization is permitted only by agreement.
8. Organizations requesting usage will provide a certificate of insurance and a waiver of liability that indemnifies the congregation against claims and lawsuits of any kind. Individuals asking to use the Church buildings will provide the waiver and provide a certificate of insurance where practical (for example, by a rider to a homeowners policy for an event).
9. No functions may include the serving of alcohol without furnishing a certificate of insurance. Diocesan guidelines as to the serving of alcohol (copy attached) will be followed by the individual or organization requesting permission.
10. Cleaning, set-up and clean-up will be the responsibility of the organization or individual using the Church building unless otherwise agreed.
11. The cost of utilities will be factored into any payment or donation requested by the church for outside usage.
12. Security will be the responsibility of the outside organization or individual. Building keys will be distributed at the discretion of the church staff for those times when the building is not regularly open. Long-time, regular users will agree that the Church will retain copies of keys for all areas used by the outside group.
13. No advertising material in connection with the building usage may be published without the approval of the Church.
14. Smoking is not allowed in any area of the Church building.
15. The cost of repair of any damage to the Church's property or that of any other organization using the Church building caused by the outside organization or individual will be the responsibility of the organization or individual.



## EPISCOPAL DIOCESE OF CHICAGO

GROW THE CHURCH + FORM THE FAITHFUL + CHANGE THE WORLD

### POLICY ON SERVING ALCOHOL

1. Alcohol should not be served prior to worship, or prior to or during business meetings.
2. All beverages and food containing alcohol must be clearly and distinctly labeled.

**This guideline is most often forgotten where food is concerned. It must be remembered that the flavor of liquor (in food where the alcohol has been cooked out) is something which many persons in recovery wish to avoid.**

3. Food must be available at all functions where alcohol is served.
4. Equally attractive, non-alcoholic alternatives must be offered as conspicuously as alcoholic beverages.

**Persons who wish to abstain from alcohol must be able to do so comfortably. It is critical that alternatives to alcoholic beverages be of equal quality as those containing alcohol. It is inappropriate to serve a good bottle of wine in a crystal glass, when the only alternative is a can of soda from the back of the refrigerator or coffee from a paper cup.**

5. The promotion of Church/Agency functions must not use alcohol as an enticement to participation.

**No announcements, advertisements or promotional material should imply that drinking alcohol is a social requirement. Alcoholic beverages should not be a part of the identification of Church/Agency events—e.g. “Bratwurst Festival” not “Beer and Bratwurst;” “Reception with Hors-d’oeuvres,” or “Reception with Light Refreshments,” not “Wine and Cheese Reception”.**

**Alcohol should not be served in any way that implies to Children/Youth that growing up necessarily implies alcohol consumption. Thus, references to “kiddie cocktails,” and “Shirley Temples” are to be avoided.**

6. All federal, state, and local laws and ordinances concerning alcohol must be observed.

**This includes regulations requiring licenses for the sale of alcohol, prohibiting the distribution of alcohol to minors, and serving alcohol to intoxicated persons. Serving alcoholic beverages entails incurring moral as well as potential legal and financial liability for those who become intoxicated. It is expected that responsibility will be taken for the safety of persons who become intoxicated at Church/Agency functions up to and including transportation for those whose driving might be impaired.**