

## CHURCH ANNEX USE POLICY

The Church Board feels that the Church Annex (Community Room & Kitchen) is an asset for the ministry of God and that it should be used to expand the ministry and welcome people to the Church. At the discretion of the Church Board and for a suggested donation, the Church is happy to make this resource available whenever the Annex is not reserved for a Church function or in use as an emergency shelter for the Town. The donation is intended to offset the cost of building operations (utilities, cleaning, etc.) "for the specific event" only. These guidelines are to give a common understanding as to the use of the Church Annex. The Church Board reserves the right to use their discretion to waive any or all donation requirements. **So that users are kept up to date with changes and terms of this policy, any group requesting long-term regular use may be required to sign this document on an annual basis.**

**1. NOT FOR PROFIT:** Not-for-profit community organizations (seniors, Boy/Girl Scouts, community movie nights, etc.), as well as active Church members and residents of Huntington may use the Annex subject to Church Board approval. We request a donation (\$50/day- winter (Nov-Mar), \$25/day- (Apr-Oct) to help offset the costs of insurance and utilities for each event. If kitchen appliances are to be used, we request an additional \$25/day donation. Donations should accompany a completed Reservation Form. Additionally, a \$50.00/event cleaning deposit is required at the time of reservation to be fully refunded if "Housekeeping" conditions are satisfied (see below). In the case of active Church members, this cleaning deposit will be waived.

**2. FOR PROFIT USE:** All requests to use Church Annex on a "for profit" basis are to be approved in advance and in writing by the Church Board. Where a "for profit" use/event is permitted, and in addition to suggested donations and cleaning deposit outlined above, we would require that the user/sponsor provide the Church with a current Certificate of Liability Insurance indicating protection for the Church against all claims for damage and personal injury and any damage to Church property.

**3. SCHEDULING:** Previously scheduled Church activities shall have priority over all other uses. **To reserve the Annex please complete the Reservation Form, found online at <http://www.communitychurchofhuntington.org/annex-use-policy.html> or contact Laurie Barnet at [laurie@wcvr.com](mailto:laurie@wcvr.com) or 482-3592.** For ongoing and/or repetitive usage (Senior Meals, Boy Scouts, etc.) please indicate term (indicate "ongoing" if appropriate) and frequency of use. The Church Board will hold the form and deposit check on file until use of the Annex is complete or the request is withdrawn.

**4. MISUSE OF THE FACILITIES:** Could cause further use to be restricted. Any damage to the Church grounds, building, or building contents will be expected to be repaired, replaced, or restored by those hosting the event when the damage occurred.

**5. HOUSEKEEPING:** The building and grounds will be left in its original appearance and condition, with chairs and tables wiped off and returned to their original locations. Items should not be removed from the building, including but not limited to: chairs, tables, utensils, coffee pots, supplies, etc. **All trash/garbage and/or all recyclable items are to be removed and disposed of by the user.** Unused/leftover food should not be left in our refrigerator.

**6. ABSOLUTELY NO ACCESS IS ALLOWED TO THE BASEMENT WITHOUT PRIOR APPROVAL.**

**7. SANCTUARY USE:** The sanctuary may be used for handicapped access to the building only unless otherwise authorized by the Church Board.

**8. EMERGENCY AND FIRE:** Please make sure all emergency exits are kept clear and unrestricted. These are marked with lighted EXIT signs. There is a fire extinguisher located in the hallway opposite the kitchen door opening. An additional extinguisher can be located at the far end of the sanctuary.

**9. KITCHEN:** Paper products are the responsibility of the persons using the Annex. Oven and range will be left as clean as or cleaner than it was found. **MAKE SURE THE BURNERS AND OVEN ARE TURNED OFF AFTER USE.** All utensils, kitchen supplies used are to be washed and put away by user.

**10. HEATING: THERMOSTATS IN ANNEX ARE TO BE TURNED DOWN TO THEIR LOWEST SETTING UPON EXIT.** There are two: one on the wall above the countertop in the large meeting room and one in the hallway near the Women's restroom.

**11. CLOSE ALL WINDOWS AND DOORS AND MAKE SURE ANNEX DOOR IS LOCKED WHEN YOU LEAVE.**

**12. NO SMOKING IS ALLOWED ON CHURCH PROPERTY.**

**13. NO ALCOHOL IS PERMITTED ON CHURCH PROPERTY.**

**14. HOURS:** All activities must be completed by no later than 11:00 pm.

**15. PARKING:** Parking is available on the north lawn of the church except during "Mud Season". Please respect our neighbors. During Town office hours only the north half of the parking lot in front of the Annex is available.



**ANNEX RESERVATION FORM**

Name or Organization requesting use:

\_\_\_\_\_

Reason for use: \_\_\_\_\_

Date and time requested: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of person responsible: \_\_\_\_\_

Donation received: \_\_\_\_\_ Refundable Deposit received: \_\_\_\_\_ \$50/event

Approval: \_\_\_\_\_

Date approved: \_\_\_\_\_

Copy of Certificate of Liability Insurance if applicable: \_\_\_\_\_

Suggested donation for Annex use:

Community Room

Cold Season (Nov–Mar) \_\_\_\_\_ \$50/day

Warm Season (April–Oct) \_\_\_\_\_ \$25/day

Kitchen Use (additional) \_\_\_\_\_ \$25/day

Use of the Church and Church Property by the signer is “at his own risk”. The Church accepts no responsibility for the success or failure of the event. The Church does not guarantee that the Church property and/or systems will be operational and functional at the time of use. The donations requested are intended to offset the cost of utilities and insurances and are not intended as “rent” for the use of Church property.

**CONTACT:**

**Laurie Barnett** at [laurie@wcvt.com](mailto:laurie@wcvt.com) or 482-3592

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