HOLY SPIRIT EPISCOPAL CHURCH & SCHOOL

Building Use Request and Agreement

Request Process
Request for Facility Use, Usage Guidelines
Usage Fee Agreement
Wedding Policy

Holy Spirit Episcopal Church & School (licensor) strives to provide an environment available to all, that is open to what God wants for His people, that stands for the message and ministry of Jesus Christ, and that equips people for living a holy life, sharing faith, and welcoming others to our community.

One of the ways Holy Spirit Episcopal Church & School (licensor) realizes our purpose is to maximize the usefulness of our facilities by providing meeting space for community organizations (licensees). When not being used for official parish or Diocesan events, we make our church and parish hall available as appropriate to religious, civic, community and private not-for-profit organizations in need of a facility for meetings and activities. Holy Spirit Episcopal Church & School does not offer the facilities as a rental facility.

Holy Spirit Episcopal Church & School offers its facilities free of charge for not for profit organizations (501c3) regular meetings. Private events are subject to a usage donation. Any usage donation requested is to supplement expenses incurred from the building usage such as utilities. No goods or services are provided under this provision.

Latest Revision December 2019

Request Process
Facility Use

Welcome
We are delighted you have requested to use Holy Spirit Episcopal Church & School (licensor) for your event. We provide the following procedures for facility use requests in order to assist in this process in the most efficient manner.

Step 1-Request for Facility Use
Please fill out the appropriate Facility Use Request form according to your event. Include any deposits or donations with your request. In the event that your request is not approved, checks will be returned to you.

Step 2-Approval
Once the appropriate request has been received, the Parish Administrator will check availability and obtain any special approval needed. Contact will be made with the facility coordinator (Jr. Warden) to coordinate availability of a church representative if applicable to the event. Wedding approval is deferred to the Rector for wedding date selection and premarital counseling arrangements.

Step 3-Notification
Once approved and the necessary evidence of insurance with a certificate of liability or waiver have been provided, you will be notified by the Parish Administrator and your event scheduled on the Facility Use Calendar.

Things to Consider
- Sundays and Wednesdays are reserved for church activities though exceptions will be considered.
- Please note that ministries of the church have priority over other groups who have been given permission to use our facilities and events may need to be rescheduled around possible church activities. Every effort is made to coordinate the use of the building to minimize scheduling conflicts. However, unforeseen events, such as funerals, occasionally do occur. Such unforeseen events may necessitate cancellation of a group's use of the building with little advance notice. We appreciate your understanding in the event of such a rare occurrence.
- Please note the special circumstances under the *Wedding Policy*.
- Events or meetings that vary from scheduled times must go through the church office and are subject to availability.

Any questions may be directed to the following:
Parish Administrator • 512.858.4924 • secretary@dsholyspirit.org

Guidelines
for Facility Use

We are delighted you have requested to use Holy Spirit Episcopal Church & School for your event. We ask that you observe the following guidelines to help make your visit a pleasant and successful one.

General Policy

1. Insurance: Organizations (licensees) requesting facility use must provide a copy of the organizations insurance liability coverage listing Holy Spirit Episcopal Church & School and the Episcopal Diocese of West Texas as additional insured. Licensee will maintain general liability insurance in an amount not less than One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in the general aggregate (the "Insurance"). The Insurance must be endorsed to name Licensor as an "additional insured" and must not exclude coverage for the sole or contributory ordinary negligence of Licensor. Certificates of the Insurance must be delivered by Licensee to Licensor before entering the License Property and thereafter at least ten (10) days before the expiration of the policy.
2. Church functions always take precedence over any outside functions. Every effort is made to coordinate the use of the building to minimize scheduling conflicts. However, unforeseen events, such as funerals, occasionally do occur. Such unforeseen events may necessitate cancellation of a group's use of the building with little advance notice. We appreciate your understanding in the event of such a rare occurrence.
3. This church is the House of our Lord and its facilities should be treated accordingly.
4. The adult person signing the Agreement for Facility Use must be present during the entire time of usage.
5. Gambling and games of chance are expressly prohibited.
6. All minors must be under the supervision and control of an adult at all times and must be accompanied by an adult when in the playground.
7. Safeguarding God's Children: Licensor is committed to maintaining an environment in its churches, schools, and institutions that is free of abuse of children and youth and of sexual exploitation and harassment of adults. It is a commitment the diocese requires of lay and ordained individuals, to make and uphold. Child abuse prevention education and training is required for all individuals before they start their work with children or youth. For no charge, our Diocese offers the program Safeguarding God's Children. Any individual working with and being around children must take Safeguarding God's Children or present certification of a similar program within Licensee's organization.
8. Any group with children under the age of 18 must be supervised by a minimum of 2 adults who are not related at all times.
9. Equipment or property of community organizations may not be left for future meetings.
10. Food and drink (other than elements for the Eucharist) are not permitted in the (Nave) sanctuary.

11. Outside catering of food is permitted. A copy of the caterer's insurance liability coverage listing Holy Spirit Episcopal Church & School and the Episcopal Diocese of West Texas as additional insured must accompany the usage request.
12. Disposable goods, other than restroom necessities, and kitchen supplies are not provided by the church.
13. Sound systems are available only if the facility coordinator or a church member knowledgeable in the system requirements is in attendance at the entire event.
14. Parish Hall round table linens are available for use at an additional cleaning charge of $40 per linen and available only if the facility coordinator or an appointed church member is in charge of the laundering process.
15. No smoking or tobacco products are allowed inside the church buildings or on the church grounds.
16. The use of bulletin boards and taping or tacking materials to the walls is prohibited.
17. For safety reasons, throwing of rice, bird seed, rose petals, etc. is not allowed.
18. Except for sacramental use, no alcoholic beverages of any kind, including beer, wine or liquor, may be served, consumed or allowed on church premises and adjoining church buildings and property without the written consent of the Rector and Senior Warden of the Vestry of Holy Spirit Episcopal Church & School. No alcoholic beverage may be sold on the church premises at any time. If alcohol permission is given, Holy Spirit Episcopal Church & School (licensor) follows guidelines attached and must be acknowledged with a signature.
19. Chemical usage is clearly controlled under Federal, State, and local laws, and, as such, is forbidden on church grounds.

Facility Care

1. Facilities and playgrounds must be left as found. This includes setting tables and chairs as you find them, washing dishes, cleaning tables and counter tops (all tables, sinks and workspaces must be thoroughly cleaned by washing with bleach and hot soapy water *before and after* use. This is the user's responsibility), disposing of all trash (all trash, including waste food, must be placed in plastic bags, and the bags must be tied and placed in the dumpster in the parking lot), lights and thermostat settings, returning toys to bins, and closing gates.
2. The group agrees to use only the section of the facilities to which they were assigned (this includes the bathroom areas) during their scheduled times only.
3. Any damage to the building or equipment must be reported to the church office immediately. Immediate repair, replacement or reimbursement is required.
4. In the sanctuary (Nave), use is limited to the space outside the altar rail. Please do not place any items on the altar furnishings.
5. Any requests to move the piano must be approved by the Rector.
6. Any changes to be made to the worship area must be approved by the Rector.
7. Church furnishings, equipment, prayer books and hymnals may not be removed from the church premises at any time.
8. Opening and locking the building is the sole responsibility of the *Facility Use Agreement* signor if a church representative is not assigned.
9. Rest rooms must be checked upon leaving.
10. All windows and exterior doors must be closed and locked, even if they were found open and/or unlocked upon your arrival.

Guidelines
for Facility Use

11. Parking lot is available but at your own risk. We suggest you assign a person to be in the parking lot to ensure that parking is orderly, and that handicapped spaces are used only by those with tags or license plates. ECHS is not liable for items lost or stolen from vehicles.
12. All functions must end by 10 p.m. All participants must vacate the building by 11 p.m. and the premises must be clean and restored to their original condition by that time. Please note that the parking lot lights are timed to go off at 11 p.m.

Financial Responsibility

1. **USAGE DONATION:** For the agreed Facility Usage Donation, make checks payable to Holy Spirit with Building Usage Donation noted in the memo line. Any donation requested is to supplement expenses incurred from the building usage. No goods or services are provided under this provision.
2. All arrangements and payment of fees for ceremony/special music through the music director are between the music director and requestor. Payment should be made directly to the music director or music provider.
3. All arrangements and payment of fees for a church representative assisting with an event are between the representative and requestor. Payment should be made directly to the church representative.
4. The adult person signing the Facility Use Agreement is either an authorized signature for the organization requesting use or assumes personal liability for any damage to the building, furnishings, or equipment of Holy Spirit Episcopal Church & School and hereby agrees to render payment at current replacement value for any article lost, damaged, or destroyed as a result of the scheduled event.

Guidelines
Wedding Policy

Wedding Policy

We welcome your inquiry concerning marriage at Holy Spirit Episcopal Church & School. This information presents our policies and procedures for a wedding in the sacramental tradition.

Christian marriage is a solemn and public covenant between a man and a woman entered into in the presence of God and lived out in the support of a community of faith.
A Christian marriage is a relationship between a man and a woman formed and lived out in God's presence and in the discernment of God's will. The wedding ceremony is the liturgical expression of that relationship. The wedding is a worship service of joy and thanksgiving which includes the public exchange of vows and the proclamation of God's blessing. The Book of Common Prayer states, "Marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God."
It is clearly the intent of both the Prayer Book and the canons of the Church that marriages solemnized in the Church continue to be nurtured within the community of the Church. Marriage is not something that happens at one particular moment or something God is invited to attend; it is a lifelong process.
Those who come to the Church seeking God's blessing on their relationship should do so with a clear intention of maintaining an active participation in the life of the Church. While there may be extenuating circumstances, it should be considered normative that a marriage takes place where the couple intends to worship.

The Church's Laws Concerning Holy Matrimony

The Episcopal Church requires that at least one of the parties be a baptized Christian, that the ceremony be attested to by at least two witnesses, and that the marriage conform to the laws of the State and the canons of this Church.
At the Episcopal Church of the Holy Spirit, it is customary that at least one of the parties be a member in good standing of this parish, or the son, daughter, or parent of a member in good standing. Candidates for Holy Matrimony must be a member at the Episcopal Church of the Holy Spirit for one year before the ceremony can take place. All weddings are scheduled at the discretion of the rector.
Before any couple can be married by an Episcopal priest or in an Episcopal church, they must sign the following declaration, which states the nature of a Christian marriage:

"We, _____ and _____ desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in The Book of Common Prayer. We believe that the union of husband and wife, in heart, body and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their physical and spiritual nurture, and we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto."

Premarital Instructions

The Episcopal Church requires preparation for marriage, generally referred to as "premarital counseling." Because the needs of individual couples will vary, the time required for premarital counseling would be adjusted to meet those needs. A minimum of three sessions, with both the bride and the groom present, is expected.
In situations in which the bride and/or the groom are living out of town, it is usually possible to make arrangements for counseling to be done by an Episcopal priest elsewhere. Those arrangements need to be made as early as possible with the officiating priest. A written evaluation from the priest who has conducted the counseling will be needed.
No announcement of the wedding should be made, nor invitations mailed, until final approval of the marriage.

Guidelines
Wedding Policy

The Marriage License
It is required that the parties wishing to marry comply with all the laws of the State of Texas. It is recommended that the marriage license be brought to the Church at the last premarital instruction session. The priest cannot officiate without the license. The priest will sign and mail the license after the wedding.

The Altar Guild
The Altar Guild is charged with the responsibility of assisting the officiating priest with all arrangements for the wedding. The Altar Guild will be present at both the rehearsal and the wedding to assist and support the wedding party and to insure the smooth flow of the service itself. A celebration of marriage is one of the sacraments of our church and service must be conducted according to the policies and procedures of the Episcopal Church; therefore, outside bridal consultants are not permitted to direct the rehearsal or the wedding ceremony.

The Rehearsal
The purpose of the wedding rehearsal is to give the wedding party the opportunity to become familiar with the service ahead which will enable them to be at ease during the worship service. The bride and groom will participate fully in the rehearsal. The officiating priest, assisted by the Altar Guild, will be responsible for the actual conduct of the rehearsal. Wedding rehearsals are normally held on the day before the wedding. The rehearsal will take about an hour. The entire service, including ushering in of relatives and the entrance procession, will be rehearsed. Therefore, it is important for all members of the wedding party to attend and for everyone to be on time. The clergy and assisting members of the altar guild are only expected to be in attendance at the rehearsal for one hour. If the rehearsal begins more than fifteen (15) minutes past the scheduled time, the deposit will be forfeited. In order to avoid possible delays, any rehearsal dinner should be scheduled for after the rehearsal.

The Marriage Service
Marriage is a sacrament of the Church and takes place in the context of worship. As in every service of the Church, the priest is charged by Canon Law with the final responsibility for determining the appropriateness of all arrangements and details.

- **The Clergy.** All ceremonies at Holy Spirit Episcopal Church & School are conducted by the Rector. At the couple's request, the Rector may invite an Episcopal priest from another parish, or diocese, a clergy person from another denomination to assist in the ceremony. The officiating priest must be notified of any desire to include other clergy.

- **The Liturgy.** The Episcopal Church is a liturgical church, and, as such, worship services are defined by The Book of Common Prayer, and normally include a liturgical procession, with a crucifer leading the wedding party and clergy.

- **The Communion.** Since the marriage service is a worship service involving the whole congregation, a celebration of the Holy Eucharist is usually included. In fact, The Book of Common Prayer service of Holy Matrimony is written within the context of the Holy Eucharist. (The decision to have the Eucharist will be made by the couple with the advice and counsel of the officiating priest.) When the Holy Eucharist is celebrated as a part of the marriage ceremony, all baptized Christians will be invited to share in this sacrament of unity.

Decoration of the Church
The general principle to keep in mind is that a wedding is a worship service in which we seek to worship God with beauty and simplicity. Extravagant decorations are not necessary to create an atmosphere of joy and celebration. For weddings, floral arrangements are coordinated through the Altar Guild only.

Photography

While the Church is sensitive to the desire of the bride and groom to preserve this important moment in their lives, it is also concerned that the dignity and reverence of the service be maintained, and that family and friends' experience of worship not be compromised. The cooperation of the bride, the groom and the entire wedding party is sought and appreciated. Photographs may not be taken in the church during the marriage service from the time the clergy enter and until they leave, with the following exceptions:

- One flash picture may be taken as the couple exits the Church into the narthex.
- A stationary video camera may be set up on the choir platform, and audio-taping is permitted, provided that no additional lighting or microphones are required and that set up is completed thirty (30) minutes prior to the service.

Dressing at the Church

Due to facility limitations, it is not recommended to plan to dress at the church. The parish offices are not available.

Miscellaneous Concerns

For safety reasons, throwing of rice, bird seed, rose petals, etc. is not allowed.

Church Donations & Fees

All fees must be paid at the time of the space reservation.

Fee Agreement

for Weddings and Special Events

Holy Spirit Episcopal Church & School (licensor) strives to provide an environment available to all, that is open to what God wants for His people, that stands for the message and ministry of Jesus Christ, and that equips people for living a holy life, sharing faith, and welcoming others to our community.

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Holy Spirit Episcopal Church & School (licensor) offers its facilities free of charge for not for profit organizations (501c3) (licensees) regular meetings. Private events and events lasting four (4) or more hours are subject to a usage donation. Any usage donation requested is to supplement expenses incurred from the building usage such as utilities. No goods or services are provided under this provision.

Fees for weddings or special events lasting 4 or more hours are but not limited to:

- $500 deposit to cover damages
- $500 usage fee to supplement expenses incurred from the building usage such as utilities
- $25 per hour fee for payment directly to a designated church representative engaged by Holy Spirit Episcopal Church & School (licensor) to be present during the event. For weddings and rehearsals, please estimate six hours. This fee is due payable prior to the start of the rehearsal.
- Honorariums for officiating clergy and musicians should be paid separately, directly and before the start of the rehearsal.

I have read and understand the Fee Agreement policies.

_____ _____ _____

Signature Date

_____

Print