



*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

Good Samaritan Episcopal Church Building Use Policy

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

Purpose

- As stewards of our building resources we seek to maximize use of our facilities in accordance with our core values, the impact on other church programs, and costs to the church.
- The use of church facilities is subject to the approval of the Vicar and the Bishop's Committee (board) of the church and is administered by the Church Business Administrator through the church office.
- The request to use church facilities is always subject to parish needs and prior reservations. Permission will be granted based on several factors: support of our core values, priority ranking of the user, and impact on our on-going church activities.
- Church facilities are not available for non-member private parties.

Expectations

1. NO SMOKING. Good Samaritan Episcopal Church is a smoke-free facility. There is no smoking allowed anywhere in the building.

2. ALCOHOL. The use of alcohol is subject to specific prior approval from the Vicar or Church Business Administrator. With such approval, only beer & wine may be served and an equally attractive non-alcoholic beverage must also be served.

3. FOOD & BEVERAGE

- Please keep all food and beverages in the appropriate areas.
- Clean up any spills or stains immediately.
- Due to the possibility of permanent stains food or beverages containing red dye may NOT be served.
- Users are to supply their own food service supplies. Church supplies and paper products are not available for events or meetings. Church dishes may only be used with prior approval when an authorized member of the parish is available and willing to operate the dishwasher.

4. SET-UP. Prior arrangements for room set-up must be made with the Church Business Administrator. An additional hourly rate will be charged based on the extent of set-up needs. An early set-up time, well in advance of the event, may be subject to additional use fees. Church flyers, announcements, or other posted materials are not to be removed.



*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

Use care and leave the facility in good condition:

- Remove decorations, signs, etc.
- Remove any food, supplies, etc. brought into the facilities
- Bag trash and place in dumpsters at the side right of the parking area

6. SUPPLIES. Users are expected to provide their own food and beverages and food service supplies for events or meetings. Church supplies and paper products are not available. Church dishes may only be used with prior approval when authorized member of parish is available and willing to operate dishwasher. Other equipment (i.e., Sound System, TV/VCR, easels, podium) is available by prior arrangement and for a set fee. (See attached fee schedule.)

7. CHURCH NAVE. Furnishings within the church nave (i.e. chairs, candlestands, altar, etc.) may only be moved, removed, or added under the supervision of Church personnel. Prior arrangements must be made through the church office. (See attached fee schedule.) Permission to use the church nave does not include permission to use the church organ. Separate approval is required to use the organ.

8. SOUND SYSTEM. Permission to use nave sound system will require separate specific permission of vicar and the Sound System Team Leader. Event requests for use of equipment will need to be discussed to determine capabilities and possible requirement of Good Samaritan trained individuals to oversee use during event. If necessary, rental of sound equipment may be needed from external resources.

9. CHURCH PIANO or ORGAN. Permission to use the Church nave or any other area in the church facilities does not include permission to use the church piano or organ; separate specific permission must be obtained from Good Samaritan Director of Music. Rehearsal time must also be pre-arranged.

10. BUILDING SECURITY. Users are responsible for leaving the facility in a safe and secure condition.

11. PARKING. Parking is available for events in the parking lot adjacent to Good Samaritan Episcopal Church. Please do not park in the City of Sammamish Maintenance Facility lot or the neighborhood located adjacent to the Church.

12. FEES. All use fees are payable to Good Samaritan Episcopal Church two weeks in advance of the scheduled event. (See attached fee schedule.)

13. DAMAGE & SECURITY DEPOSIT. A Damage & Security Deposit of \$500 per event is required to cover the cost of replacing damaged items or for extraordinary building cleanup. The Damage & Security Deposit is payable when making application to use the facilities. The Deposit will be returned as appropriate after the facility has been inspected following the event. Additional damage fees will be assessed for damage in excess of \$500.



Your complimentary use period has ended. Thank you for using PDF Complete.

Click Here to upgrade to Unlimited Pages and Expanded Features

in the Church Business Administrator in the church office using the Property Use Reservation Form.

2. Reservations for space may be made no more than 90 days in advance of the event.
3. Use of church space is presumed to be a one-time use unless otherwise stipulated.
4. Leasing organization must provide Certificate of Insurance to Good Samaritan
5. Longer term use of space is reviewed annually. Good Samaritan may end a space use agreement at any time with 90-day notice.
6. Good Samaritan reserves the right to cancel or postpone space use due to extraordinary circumstances (e.g. funeral).
7. All Fees and Damage & Security Deposit are due two weeks prior to the scheduled event.
8. Good Samaritan reserves the right to exclude use of space for any group whose stated values are in opposition to Christian values.

Hold Harmless Agreement

The undersigned _____ does hereby agree to release, save, and otherwise hold harmless Good Samaritan Episcopal Church, its employees and agents from all claims, demands, actions, causes or other liability, injury, or harm caused by any act or omission of Good Samaritan Episcopal Church, its employees and agents arising out of the use of the premises of Good Samaritan Episcopal Church.

Building Use Agreement

I hereby certify that I am an authorized representative of the above organization; that the statements are true to the best of my knowledge; and that we will adhere to the Expectations and Guidelines of Good Samaritan Episcopal Church Building Use Policy and the Building Access Security sheet which I have read and understand.

(Requester's Signature) (Church Signature)

(Date) (Date)