

## Facilities Use Policies

St. Matthew's is very happy to share its facilities with many organizations to help our community. In order to help us keep our buildings and grounds in the best condition possible, we ask that you familiarize yourself with the following Policies. Your cooperation will ensure that you and many others will have a chance to use and enjoy our facilities for years to come. The Facilities Use Agreement must be completed and accepted prior to use.

### Purpose

This form will be completed by anyone using the facilities at St. Matthew's to ensure that our Policies are clearly understood and followed. **Failure to comply will result in the revoking of your privilege to use our facilities. If the request is for ongoing use of the facilities, this form must be completed once a year.**

### Policies

1. Smoking is not permitted on the campus. No alcohol will be served without the approval of the Rector.
2. There will be **NO** storage of your organization's property on St. Matthew's premises, without prior written approval by the Rector and/or Jr. Warden.
3. You are responsible for the cost and timely repair of any damages incurred during or as a result of your use.
4. Your organization is responsible for cleaning the facilities after use, **including emptying trash from the Parish Hall, kitchen, and both restrooms.**  
Bagged garbage should be taken to the trash cans, located in the enclosure next to the small shed.  
A checklist is provided for security, utilities, and kitchen cleaning requirements.
5. Any furniture (tables, chairs, etc.) that is moved from one location to another must be returned to its point of origin at the conclusion of the function. No furniture may be moved in the Church worship area without prior written permission of the Rector. Please do not touch the Organ or any of its parts.
6. You must check to ensure that heating, air conditioning, lighting, etc, is properly shut down after use, per the security and utilities checklist.
6. Nothing shall be attached to the walls or any other structure without the approval of the Rector and/or Jr. Warden.
7. **Insurance** – Proof of liability insurance is required for all Commercial Entities and due two (2) weeks prior to use. The Certificate of Insurance shall name "The Rector, Wardens and Vestry of St. Matthew's Episcopal Church in Parker, CO" as additional insured. Please mail the Certificate of Insurance and Endorsement to St. Matthew's Episcopal Church, ATTN: FACILITY USE, 19580 Pilgrims Place, Parker CO 80138. Email: [office@smecp.org](mailto:office@smecp.org).

The User noted below assumes full responsibility and liability for any and all damages to the Parish and surrounding site and ensures compliance with above Policies.

The User will be provided with the combination to the doors that have a keypad or given a key. Further dissemination of the combination by the contact person to any other individuals who are not members of St. Matthew's is prohibited unless authorized by the church office.

Client Name (Please Print) \_\_\_\_\_ Phone number \_\_\_\_\_

Email \_\_\_\_\_

**I have read this form and accompanying checklist. I accept full responsibility for my group complying with the Policies and items on the checklist.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Security and utilities checklist

## Keys, locking doors

- **All keys for our facilities will be issued through the church office.** You will need to contact our parish secretary to obtain a key (or the combination) prior to your function and receive instructions for returning it.
- Both the North and South doors of the entryway are locked from the inside using a hex key that is located on the south windowsill in the entryway. **Make sure to return the hex key to its place.**
- Unless otherwise noted, all other doors in the checklist below must be locked from the outside

## Church worship area

- Turn off all lights; make sure the switches by west sacristy entry are pushed out and that the switches on west-most pillar by the piano are pushed out as well.
- Check thermostats by the west sacristy door and on the interior worship area wall by the entry doors; lift cover and depress “run program”, and make sure the fan switch is in the “auto” position.
- Check that the exterior door by east side of the sacristy is locked; check that the south worship area door is locked.

## Narthex / Entryway

- Turn off lights
- Check that both the north and south doors are locked; they are locked from the interior using the hex key.

## Parish Hall

- Turn off lights.
- Check thermostat by the kitchen door; if you have adjusted it turn it off for a few seconds and back on again, and make sure the fan switch is in the “auto” position.
- Check that the sliding patio door is locked (the lock lever is by the handle). Check that north double doors are locked.

## Education Building/Balcomb House

- Check that all lights are turned off, including the hallway lights.
- There are four thermostats: one in the nursery, one in the Children’s Chapel, one in the upstairs First grade classroom, and one in the upstairs Fifth grade classroom. Check them all, lift cover and depress “run program”, and make sure the fan switch is in the “auto” position.
- Check that the west entry door is closed all the way, it locks automatically; check that the south entry door is locked.