

Property Use Requirements for the Applicant

APPLICANT Please keep these pages for review prior to and during your event.

On-Campus EMERGENCY: Landlines to call:

During Office Hours: 413-773-3925

After Hours: Steve (the Sexton, lives on campus) 413-775-0221; if he is not home, leave a message with our answering service (413) 773-3925.

Application Process

The Parish Administrator will check the calendar to see if the space(s) and date(s) requested are available. Complete the “Property Use Agreement”, sign these Requirements and return to the Parish Administrator by coming to the church office during office hours, by e-mail, office@saintsjamesandandrew.org, or, mail to the church office at the address provided: *Attention: Property Use*.

If the desired space is not already in use by the church or another outside user, we will determine if the organization/event is a good fit with our community standards as outlined in the Baptismal Covenant, particularly the principal to “strive for justice and peace among all people; and respect the dignity of every human being” (Book of Common Prayer pg. 304-5); if the organization/event supports the needs of the wider community; if the organization/event allows us to be good neighbors to those who live on or near campus; if the organization/event is inclusive. If there are any questions about the appropriateness of the proposed use, the Parish Administrator will check with the Rector who may consult with the Vestry if needed.

A call will be made to the applicant with notification of the application status. If the date requested is available and the application is accepted, full payment will be due to ensure the event is fully booked. An arrangement will be made for meeting with the user to review the instructions for the use of the space. The event will be put on the church calendar. Kitchen space, kitchen items and other items as needed may be made available upon request.

The agreement will be signed by the Parish Administrator and arrangements will be made to meet with the user for review of all instructions, possible equipment details or further facility instructions i.e. heat controls, lift operation, location of cleaning supplies (as needed). Additionally, the staff will provide arrangements for access to the space(s) before the scheduled use and at the time of the scheduled event if keys have not been provided.

Instructions for Using our Space:

1. **Respect.** We ask that all individuals and groups “strive for justice and peace among all people, and respect the dignity of every human” a principle upon which our community is founded (Book of Common Prayer pg. 305). This means being good neighbors to those who live on or near our campus, as well as the wider community.
2. **We are a Carry in- Carry out facility.** Including all paper goods, decorations, balloons, flowers, liquids, food, tape from walls, push pins, garbage bags to trash bins (on edge of parking lot), etc. We do not allow the use of confetti or rice at celebrations. 30 Gallon Garbage bags are provided for removal of all brought-in items, food, liquids.

3. **Return space to pre-event condition.** Tables and chairs back to original placement. Tables wiped clean. Floors should be swept. If there are spills during the event, please use a wet mop for the floor or a wet cloth for the tables. (Cleaning items housed in room off the kitchen.)
4. **Kitchen use requirements are as follows:** Use of kitchen or any of the kitchenettes requires pre-approval. The use of the dishwasher is restricted to SsJA staff (fee charged for use). The use of a refrigerator must be prearranged. The refrigerators in the kitchen space are for church use only. We have a second refrigerator that can be used if needed and should be turned on 1 day prior to the event. The oven pilot is lit, just turn the oven on to desired temperature. The torch in the stove top burners is needed to light burners individually.
 - a. **Serving Food:** Food prepared off site may be served from the kitchen. The Greenfield Board of Health strongly suggests the use of “food quality” gloves for the serving of all food items. If the user requests the use of the kitchen for preparing food to be served to the public, they will be required to have a ServSafe volunteer in the kitchen. Learn more about food safety by reading [HERE](#)
 - b. **Kitchen Clean-Up:** After use, the kitchen floor must be swept. All food service items used should be cleaned, wiped and stored. (Dishes, utensils, trays etc.) All counters, sinks, and grills should be cleaned if used. If the kitchen requires cleanup after you have left, your cleaning deposit will be used to pay someone to finish cleaning.
5. **Alcohol:** Clients will seek permission from Saints James and Andrew to serve alcohol by following these steps:
 - a. Let the Parish Administrator know you are interested in serving alcohol at your event.
 - b. Contact the City of Greenfield’s Licensing Department, who will determine if a license for sale is necessary or make a determination that a license is not needed. Keep in mind the licensing board meets once a month, though the chair can make a determination that a license is not needed. <https://greenfield-ma.gov/p/27/Licensing-Dept>
 - c. Clients will provide the Parish Administrator with a copy of a license for sale or a determination that a license is not needed.
 - d. Following these steps, the Parish Administrator will then seek permission for the client to serve alcohol from the Clergy or Vestry.
 - Clients agree to obey all applicable federal, state and local laws related to alcohol and substance use, including those governing the serving of alcoholic beverages to minors.
 - When alcohol is served, it must be monitored and those anyone showing signs of intoxication must not be served.
 - Whenever alcohol is served, the organizer of the event must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of execution of their responsibilities. If hard liquor is served, a certified server is required.
 - Serving alcoholic beverages at events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
 - Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.

- Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility. Food must be served when alcohol is present.
 - Clients assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.
 - Legal mood-altering substances, such as marijuana, and illegal substances are not permitted on campus.
6. **We are a smoke free campus.** You agree to not allow smoking on the grounds or within any of the facilities.
 7. **Advertisements.** Use of church facilities by any non parish individual or group will limit the use of the church name to providing directions to the church but not in promotions or sponsorship unless agreed to by the Vestry of SsjA. Please refer to us by our full name or simply as Church of James and Andrew.
 8. **Musical Instrument Usage:** Our parish has Steinway grand piano and pipe organ in our main sanctuary. If you would like to use them, there will be a deposit of \$10. Please note, these instruments are tuned and maintained by our parish musicians. If you feel the need to have the piano or organ tuned for your event, you need to let the Parish Administrator know and they will arrange for tuning to be done at the expense of the renting party. This will be outlined in the Property Use Agreement in writing.
 9. **Making your payment:** Full payment is required upon the signing of the rental agreement. Acceptable methods: Cash, check made out to Saints James and Andrew, on our website: www.saintsjamesandandrew.org. If you choose to pay online, you are required to 1) change the "Pledge Payment" category to "Property Rental" and 2) check the 'Cover Fees' box. If you choose to skip this, you will be billed the service fee and a \$20.00 service charge. If you choose cash or check payments, you can drop the payment into the mailbox on the rear door of the main church building (in the tunnel). A receipt is available upon request.
 10. **The cleaning deposit must be paid by check.** It will not be deposited but kept. If all checks out after your event, then it will either be destroyed or returned to you.
 11. **Lock-up Instructions:** (Unless other arrangements are made with the Parish Administrator). The user should inspect the premises to ensure that everyone has left at the end of the event. All windows and doors should be closed and locked. Check to see that all water is turned off. The heat should be returned to the original setting if applicable. All lights should be turned off; (check lower level restrooms if applicable). If for any reason you are unable to secure the facility, please notify emergency contact. Unlocking of space before the scheduled use will be arranged at signing of contract.

By signing below, I am indicating I have read and understand these required instructions and will follow them during the time of my property use.

Signature

Date

Print Name