

Approved by the Vestry June 12, 2017

***St. Matthew's Episcopal Church
Charleston, West Virginia***

Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of St. Matthew's Episcopal Church in Charleston, West Virginia, do agree to hold the said church, its agents, members and employees harmless and indemnify them from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities

Executed on this _____ day of _____, 20__

Signed: _____

On behalf of (organization): _____

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Building Use Policy Statement

The use of buildings in the Protestant Episcopal Church is governed by the Canons and Constitutions. The Canons vest responsibility for the building usage to the Rector or clergy in charge of the parish. The Vestry is responsible for the parish buildings, including general upkeep and appearance. Additionally, the Vestry is charged with the financial wellbeing of the parish. This includes raising funds and paying bills. Given this, the Vestry must take into consideration utilities costs when making decisions about the usage of the buildings.

The Rector/Priest in Charge will review all applications for the use of the building with the Wardens. They will make recommendations to the Vestry regarding any action that needs to be taken regarding the use of the buildings, including appropriate procedures to maintain the security of the buildings when it is not being used for official church business.

The Rector/Priest in Charge, in conjunction with the Wardens, may grant one-time use agreements without Vestry approval. Long-term agreements must be reviewed and voted upon by the Vestry during its regularly scheduled monthly meetings. The Vestry should make it a practice to review long-term agreements on a regular basis.

It is the policy of St. Matthew's Episcopal Church that politically affiliated groups may NOT use the church facilities as such use may be perceived as a breach of the separation between church and state and may thereby jeopardize the tax-exempt status of the church.

Because democracy is a key principle of the Episcopal Church, the Vestry may allow use of the buildings for non-political groups that are committed to weighing different points of view on specific issues. Applications from groups the Vestry perceives as one-sided or are not in keeping with the values of the Church may be rejected.

St. Matthew's Episcopal Church functions will take priority for the use of our buildings.

