



## Saint Matthews Episcopal Church

36 Norwood Road

Charleston WV 25314-1327

Voice: (304) 343-3837 Fax: (304) 343-2642

[info@stmattswv.com](mailto:info@stmattswv.com) • [stmattswv.com](http://stmattswv.com)

OUR MISSION:  
GOD CALLS US TO BE A  
CHRIST-CENTERED  
COMMUNITY, EQUIPPING  
AND ENABLING OUR-  
SELVES TO MINISTER IN  
THE POWER OF THE HOLY  
SPIRIT SO THAT PEOPLE  
ARE DRAWN TO CHRIST.

### COMMUNITY AND NON-PROFIT CHURCH FACILITIES POLICY

All parish activities, liturgical and pastoral needs will have first priority. In the event a community or non-profit group is scheduled and a pressing liturgical or pastoral need arises, the community or non-profit group will be notified and re-scheduled.

Community and non-profit groups will reserve space and time on a first come, first served basis and Saint Matthews Episcopal Church reserves the right to withdraw permission for use of the facilities at any time for any reason.

Saint Matthews Episcopal Church assumes no liability for personal injury or personal property damage or loss incurred during the use of parish facilities.

The person(s) in charge of the event (signatory to the application form) accept responsibility that the conduct and language of group members are in line with the standards of a Christian Church.

The person(s) in charge of the event (signatory to the application form) must assure adequate supervision by adults over age 21 for all guests under age 18. Safe Church Sexual Conduct training that meets or exceeds the policies of the Diocese of West Virginia may be required.

**The person(s) in charge of the event (signatory to the application form) accept responsibility to return the areas used to the same condition as before use. This includes turning off the lights, including the rest rooms, returning the setting on heating and air conditioning thermostats to the original setting, and returning tables and chairs to their original locations, with care taken to minimize wear on walls, door frames and carpeting.**

Groups using the facilities of Saint Matthews Episcopal Church are responsible for any damage of the property beyond normal wear. The group is responsible for setting up and taking down tables and chairs used for its meeting.

The person(s) in charge of the group (signatory to the application form) is responsible for locking all doors that signatory's group has been opened.



Keys will not be duplicated without permission and will be returned to the Parish Administrator after use of facilities is complete.

*Approved by the Vestry June 12, 2017*

***Community and non-profit request for use of facilities***

*Name of group/organization*\_\_\_\_\_

*Name of Person responsible for group*\_\_\_\_\_

*Phone number*\_\_\_\_\_

*Address*\_\_\_\_\_

*Day of Use of facility*\_\_\_\_\_

*Frequency*\_\_\_\_\_

*Start time/end time*\_\_\_\_\_

<i>Facility requested</i>	<i>Church</i>
	<i>Sutherland Gym</i>
	<i>Mathes Hall</i>
	<i>Kitchen</i>

*I have read and agree to the terms of this application and St. Matthew's Community and Non-Profit Church Facilities Policy. I understand that St Matthew's Church assumes no liability for injury or personal property damage or loss incurred while my group is using parish facilities.*

*Signature*\_\_\_\_\_

*Date*\_\_\_\_\_

*Revised 09/2022*