

Saint Andrew's Episcopal Church

106 Walnut Street, P.O. Box 626

Collierville, TN 38027-0626

Telephone: (901) 853-0425 Email: mail@standrewscollierville.org

Guidelines for the Use of Church Facilities

Use of the church facilities by individuals, groups and community organizations is encouraged. To avoid conflicts and so that all may benefit equally, the following regulations are established:

1. The Rector will determine the use of the church and parish buildings by the Parish or the Diocese and any agency thereof.
2. The Rector with the advice and consent of the Vestry will determine requests for the use of parish buildings by groups outside the parish or diocese. The Junior Warden will administer such agreements.
3. Fund raising by non-profit organizations is allowed. No commercial trade is permitted.
4. The Rector will resolve date or time conflicts.
5. A fee to cover custodial and utility expenses may be assessed as follows:

Parish hall	\$200.00
Church	\$100.00
Other	to be determined by vestry
6. Kitchen equipment may be used with permission. All consumable goods are to be furnished by the group using the kitchen. Tables and chairs are available for your use. Linens are not provided.
7. Beer and wine are permitted only when food is served and only if non-alcoholic beverages are equally available.
8. Tables and chairs must be returned to the position requested by the parish administrator.
9. If the event will be catered, the church must have a copy of the caterer's license and a certificate of insurance for the event.
10. Smoking is not permitted inside any of Saint Andrew's buildings.
11. Nothing shall be attached to any walls.
12. If any equipment malfunctions or if anything is damaged the church office is to be notified.
13. Failure to abide by these guidelines will result in revocation of permission to use the facility.
14. The Rector, Wardens and Vestry are not responsible for loss due to accident, damage, theft or personal injury during the use of these facilities.