



Information for Partners

The Neighborhood Center at All Saints Episcopal Parish, 911 Dowling Blvd., San Leandro, CA, has enhanced its commitment to the community by adopting a *Building Use Policy* that encourages utilizing and sharing parish facilities while maintaining responsible stewardship. The facilities and equipment of the parish exist primarily for the ministries of the church and organizations approved and supported by the membership. The goal is to use the space in a God-honored way and to treat all who use the facilities as honored guests.

We are fortunate to have a building that houses The Neighborhood Center. Proper oversight must be given to these facilities to ensure that:

- Users exercise proper care and safety
- Facilities are properly protected against loss or misuse
- Wise stewardship is expressed through energy conservation and recycling
- The life of the facility is extended through a proper maintenance program

Eligibility

- Civic and neighborhood groups, charitable organizations, schools and other community groups are especially welcome as partners and building users.
- Non-profit groups are welcome to use the facilities for raising funds.
- The facility may be used as a polling place for elections.

Guidelines

1. An application form is required for all uses. The application form must be signed and approved, and fees must be paid prior to the use of the building.
2. Only use of rooms and times specified on the application will be allowed.
3. Decorations can be attached to walls and ceilings only if blue (painter) tape is used and must be removed at the end of the event.
4. If kitchen use is approved, organizers must provide their own supplies (i.e., dishes, utensils, paper products, food/beverages).
5. All garbage must be disposed of properly (see posters and instructions) and church facility left clean and in good order.
6. Set-up of tables and chairs is the responsibility of the organizers. All are to be replaced in their original locations at the end of the event.
7. Users must notify the facility coordinator of any cancellation of facility use **within three days** of scheduled use, so that we can make the space available to others. A portion of the key/security deposit may be withheld at the discretion of the coordinator of The Neighborhood Center.

Priorities and Fees

The Neighborhood Center prioritizes use of facilities in the following order. Where noted, “established parish members” are those who are on the parish rolls for six months or longer.

1. Recognized groups within the church and all church services These include worship services for adults and children, bible study groups, music rehearsals, team and committee meetings, social ministry events, and other ministry needs.
2. Established parish members’ personal use for infrequent special events Examples include anniversaries, baby showers, and special birthdays. Please note: Fees for weddings and funerals are not included in this schedule –see below for more information.
3. One-time recitals or other general attendance programs presented by established parish members where participants provide financial support for the program. Examples include music recitals.
4. Weekly and monthly continuing classes and meetings presented by established parish members or non-parish members where participants provide financial support for the program. Examples include Qigong, 12-step groups, kickboxing class, Greek and Sacred Circle Dancing. Use for up to four hours.
5. Non-member one-time events. Examples include Rotary Christmas Party, Davis Street Staff Meeting, etc. Use for up to four hours.

Fees

The coordinator of The Neighborhood Center and the Partner representative will determine fees jointly. Typical fees are as follows:

Rooms	Group 1	Group 2	Group 3	Group 4	Group 5
Fireside Room	No charge	No charge	\$ 85	\$25	\$150
Corner Office	Available for monthly rental				
Parish Hall	No charge	No charge	\$125	\$50	\$250
Kitchen	No charge	No charge	\$ 50	\$50	\$100
Nave Circle	No charge	No charge	\$ 25	\$25	\$ 25
Sanctuary	No charge	No charge	\$150	\$25	\$250
Stage	No charge	No charge	\$ 25	\$25	\$ 25

In all instances of use, church worship and seasonal schedules (Lent, Easter, Christmas, etc.) take precedence. Users will be given advance notice when their event must be re-scheduled or moved to another room. Fees may be adjusted or waived by the facilitator of The Neighborhood Center or the Rector. Weddings and funerals are not covered by the above fee schedule.

Weddings and Funerals

Sanctuary/Parish Hall/Kitchen	Weddings	Parishioners	Appropriate donation
		Non-parishioners	\$950/four hours
	Funerals	Parishioners	Appropriate donation
		Non-parishioners	Appropriate donation

Costs for clergy and music are arranged separately with those providing the service.

Financial Arrangements

Payment of both the key/security deposit and the use fees is due two weeks prior to the event unless other arrangements have been made with The Neighborhood Center coordinator.

Payment by check is recommended. We require separate checks for the key deposit and for the use fees. Please make checks out to “*The Neighborhood Center at All Saints.*” In the *notes* area, include the name of the user (group or individual).

Cash can be provided in a sealed envelope with

- The name of the user (individual or group) and
- The notation note “***neighborhood center use.***”

One-Time Event.

For a one-time event, the deposit will be held in the office (not cashed) and will be returned when the key is returned and we have determined that no damage or additional costs have been incurred.

Multiple Events

If the deposit is for a series of multiple events, the deposit will be put into an account for the duration of the series of events. The deposit will be returned when the key is returned and we have determined that no damage or additional costs have been incurred.

All Events

Users will pay for any and all damage to building or grounds resulting from their use of the facility. The Security/Key deposit will be applied toward this amount.

Keys

Users will be responsible for the expense of changing locks if keys are lost. Keys must be kept under control at all times and must be returned to the office at the end of the event. Keys may not be duplicated under any circumstances. Lost or misplaced keys must be reported immediately.

Safety Requirements

- ❖ No smoking in the building or on the grounds.
- ❖ There will be no use of alcohol in the building or on the grounds except for uses allowed by Diocesan regulations and only with prior approval.
- ❖ Safety and health of participants is the responsibility of the event organizers.
- ❖ Outside groups and persons requesting use of facilities can benefit from reviewing a program to assure the safety of individuals – especially children – titled *Called to Right Relationship*. Regarding minors, a minimum of two adults must be present at all times during building use.

Questions? Please feel free to contact:

Maxine Sitts, The Neighborhood Center Coordinator, at the email or phone number below.

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