

Guidelines

The Neighborhood Center at All Saints Episcopal Church, 911 Dowling Blvd., San Leandro, CA, encourages utilizing and sharing parish facilities while maintaining responsible stewardship. We are fortunate to have a building that houses The Neighborhood Center. Oversight must be given to these facilities to ensure that:

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

Eligibility

- Civic and neighborhood groups, non-profit groups, charitable organizations, schools and other community groups are especially welcome as partners.
- 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 users. A non-refundable \$25 application fee must be submitted with the Application Form. The Application Form must be signed approved. A refundable key/security deposit of \$100 and all use fees must be paid prior to use of the building.
Only use of rooms and times specified on the application will be allowed.
2. Decorations can be attached to walls and ceilings only if blue (painter) tape is used. It must be removed at the end of the event.
3. If kitchen use is approved, organizers must provide their own supplies (i.e., dishes, utensils, paper products, food/beverages).
4. All garbage must be disposed of properly (see posters and instructions).
5. Church facilities must be 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 or proposed of facility use at least **three days before** the scheduled use, so that 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 pledge and who have been attending All Saints Episcopal Church for six months or longer.

- Group 1 - All Saints’ church services, meetings and events.** These include worship services, Christian education classes for adults and children, Bible study, music rehearsals, team and committee meetings, social ministry events, and other ministry needs.
- Group 2 - One time special events or ongoing classes/meetings led by or for All Saints’ Members.** One time events include anniversary and birthday celebrations, showers and music recitals. Ongoing classes/meetings might include Quigong classes, yoga, or a study group. A donation of your choosing is encouraged.
- Group 3 - Ongoing classes and meetings (e.g. weekly, monthly, etc)** for civic and neighborhood groups, non-profit groups, charitable organizations, schools, and other community groups. Examples include 12-step and other recovery groups,
- Group 4 - One time special events requested by non-members of All Saints.** Examples include Rotary Christmas party, Davis Street Staff Meetings, and music concerts or recitals.

Fees – 2016

The Coordinator of The Neighborhood Center and the Partner Representative will determine fees jointly. The following are the standard fees for using each space per day for up to three hours:

Rooms	Group 1	Group 2	Group 3	Group 4
Fireside Room	No charge	Donation	\$50	\$150
Parish Hall	No charge	Donation	\$75	\$250
Kitchen	No charge	Donation	\$50	\$100
Nave Circle	No charge	Donation	\$25	\$50
Sanctuary	No charge	Donation	\$75	\$250
Stage	No charge	Donation	\$25	\$50
Wicker Room	No charge	Donation	\$25	\$50
Classroom	No charge	Donation	\$25	\$50

Fees may be adjusted with the mutual agreement of the Neighborhood Center Coordinator and the Partner.

Fees for Weddings and Funerals

For Weddings, Funerals, and Memorial Service, please contact the Rev. Justin R. Cannon, Rector of All Saints, at revjustin.allsaints@gmail.com for a separate schedule of fees and services.

Financial Arrangements

A **non-refundable** \$25 application fee must be submitted with the Application Form.

Payment of both the security deposit and the use fees is due at the office 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 security 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 total 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.
- Alcohol use is prohibited in the building or on the grounds unless specific permission is given by the Clergy and Vestry Officers of All Saints Episcopal Church. When permission is granted, guidelines of the Episcopal Diocese of California apply. See page 18.
- Safety and health of participants is the responsibility of the event organizers.
- When children are present at an event, adult supervision is required. We require at least two, unrelated adults to be present for every ten children. (e.g. if there are 12 children present, then at least four adults must be in the same room as them). The purpose of this requirement is to make sure the entire facility is a safe environment for the children.

Questions?

Please contact:

Angelina Trujillo, The Neighborhood Center Coordinator, at the email or phone number below.

The Neighborhood Center at All Saints Episcopal Church

911 Dowling Blvd., San Leandro, CA 94577

Email: allsaintsepiscopal@att.net

Phone: (510) 569-7020

Web: saintsalive.net

The Neighborhood Center at All Saints

Application For Use of Space

Date _____

Name of Applicant or Organization _____

Title of Event (For Calendar Listing): _____

What is your use or event (*describe briefly or attach information*)?

Description of Event (For Calendar Listing – if different from above):

Estimated Attendance: _____

Contact Person – *Must sign application and is responsible for use of facilities*

Name _____

Address _____

City, State, ZIP _____

Telephone _____ Secondary/Cell _____

Email _____

Additional Names/Contacts:

_____ Email/Phone _____

_____ Email/Phone _____

_____ Email/Phone _____

Schedule:

Day(s) / Date(s)	Time Needed (Please include set-up and clean-up times)		Event Starts at
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____
_____	_____	To _____	_____

Room (Circle your preferences)

Fireside Room

Parish Hall

Kitchen

Nave Circle (back of church)

Worship Space

Stage (elevated)

Wicker Room

Other (Please specify)

Type of Use (select one: See *Guidelines and Fees for Using Building Space*)

- _____ Parish member special event/party
- _____ Continuing class/meeting
- _____ Partner, one-time event
- _____ Other (specify) _____

Insurance Coverage

We require a copy of your Liability Insurance coverage with your application. If you do not have Liability Insurance, contact the Coordinator of The Neighborhood Center to make other arrangements.

- _____ **YES** we have insurance
- _____ **NO** we do not have insurance

A \$25.00 **non-refundable** application fee must accompany this application.

Application is tentative until:

- You have received an approved signed copy of this form
- You have submitted key deposit and use fees.
- You have submitted proof of insurance.

I have read **Guidelines and Fees for Use of Space** and agree to its stipulations on behalf of the organization I represent.

If you are requesting permission to serve alcohol, initial here: _____

Applicant Signature: _____ Date: _____

Print Name _____

Complete all three pages and return to: **The Neighborhood Center at All Saints**, 911 Dowling Blvd., San Leandro, CA 94577 with the non-refundable \$25.00 application fee.

We will provide you with a copy of the application after it has been approved.

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For The Neighborhood Center Use Only

Approved by: *The Neighborhood Center Coordinator*

Signature: _____ Date: _____

Permission to serve alcohol approved by: All Saints Clergy and/or Vestry Officer

Signature: _____ Date: _____

For The Neighborhood Center Use Only

<i>Date Use Fee Rec'd</i>	<i>Group 1</i>
<i>Date Key/ Security Deposit Rec'd</i>	<i>Group 2</i>
<i>Optional Fees Rec'd</i>	<i>Group 3</i>
	<i>Group 4</i>
	<i>Group 5</i>
Insurance:	

ALCOHOL AT CHURCH FUNCTIONS

The Commission on Alcohol and Chemical Dependency Episcopal Diocese of California

Alcohol is not inherently evil. There are occasions where its use is appropriate and we do not believe it should be prohibited by the Church. However, it is a drug which has risks attached to it whenever it is used. We also have a responsibility for those who choose not to drink. For these reasons, the following is the policy to be observed at all church functions or on church property in the Diocese of California. This policy also applies to all institutions of the Diocese.

1. Alcoholic beverages and food containing alcohol shall not be used at business meetings, or to advertise or promote attendance at any business functions. Mixing business and alcohol is not appropriate.
2. When alcoholic beverages are offered, non-alcoholic beverages must also be made available. Non-alcoholic beverages must be served in an equally accessible and attractive manner as the alcoholic beverages.
3. Alcoholic beverages shall not be sold without a license. That's the law.
4. Any food or beverage made with alcohol must be clearly labeled. This also applies to any food in which the alcohol has been "cooked out".
5. A responsible member of the parish must be in control of the serving of alcoholic beverages during functions. Drunkenness is always inappropriate behavior.
6. The sponsor of an activity must take responsibility for — and is legally liable for intoxicated persons. That's the law. This responsibility may include providing transportation home.
7. Invitations to events where alcohol is served shall be made only to members of the congregation, guests and friends never to the general public.
8. The final responsibility for distributing and following these guidelines lies with the clergy, wardens and vestry of a congregation.

This policy is to be disseminated to the congregation and to all users of church facilities, in the use agreement. A copy of this policy should become part of the use agreement for persons or organizations renting space (i.e. weddings.)

NOTE: If you have questions about any part of this policy, please phone us.