

St. Athanasius Orthodox Church in Nicholasville, Kentucky

Guidelines for Use of Parish Facilities (rev. 05/24/2019)

1. The campus and facilities of St. Athanasius Orthodox Church (henceforth the Parish) exist to further the mission of the Parish: including (though not necessarily limited to) worship, fellowship, Christian education, service, and hospitality. These uses (as part of parish life) always enjoy primacy when parish leadership considers questions of facilities usage.
2. The Parish reserves the right to refuse any and all accommodation for any reason, including, but not limited to, availability of facility, or if planned activities or events are inappropriate for an Orthodox Christian Church or can be reasonably expected to create disturbance, pose danger to persons or property, or are illegal in nature. Questions of “church season” (*fasting* or *feasting*) will be brought to bear on discussions of the appropriateness of events, as well.
3. All Parish facilities and furnishings are the property of the Parish, a *non-profit church organization located in Nicholasville, KY*, and as such, **does not allow rental of the hall or other facilities.** Due to sincerely held religious beliefs, documented in the biblical, dogmatic and canonical documents of the Orthodox Church, we do not permit any of our facilities to be used for the following purposes:
 - events, services or receptions related to *non-Orthodox sacraments* (including, but not limited to, baptisms, weddings or funerals);
 - *non-Orthodox worship services*;
 - *partisan political or social rallies*.
4. Parish members in “good standing” (a category determined by the Rector) may **use** the church facilities, subject entirely to availability and the discretion of the Rector. Parish members must petition the Rector by completing the “Facility Use Agreement” Form and submitting it to the Church Office. An appropriate cleaning may be assessed (no less than \$75) if church is not cleaned according to the standards of the parish (see checklist on the back of use agreement.
 - a. Parish members may request to use any portion of the Parish facility for weddings. The marriage couple will be expected to give a cleaning fee commensurate with the considerable cost of cleaning up after a large event (in addition to whatever donation they give to the Parish and liturgical/musical ministrants on the occasion of their wedding). Reception set-up in the parish hall may not interfere with normal church services or the fellowship hours that accompany them.
5. Non-members may formally request to use the Parish hall and facilities, but all requests must be approved by both the Rector and the Parish Council on a case-by-case basis.
6. Use of Parish facilities for non-church functions is strictly limited to parish hall, kitchen area, adjacent bathrooms and parking lot. All other areas of the building are off-limits without explicit permission from the Rector.

7. The Parish assumes no responsibility for damage to any person or property or loss of any property brought into its facilities or onto its grounds. Guest agrees the Parish is not responsible for any loss or liability due to theft or accident occurring while the facility is being used under this agreement, or for loss of or damage to any property left on/in the property following conclusion of scheduled use. In the event such a claim for loss or damage is made against the Parish, the guest agrees to hold the Parish harmless and defend it from such claims including but not limited to the payment of customary attorney fees and legal expenses.
8. Parking is limited to legal street parking and our parking lot. Parking on grass is strictly prohibited.
9. No animals whatsoever allowed in the Facility except for licensed service animals.
10. The applicant is responsible for clean-up of the hall including bathrooms, and disposal of trash following event. The cost of any breakage or damage in the parish hall and adjoining areas will be billed to the signer of this agreement.
11. No tobacco may be used inside the Parish facilities.
12. No firearms of any kind may be brought onto the property or into the facilities.
13. Keys will not be issued without the blessing of the Rector. Generally, the facilities will be unlocked and locked by an agent of the Parish.
14. No sound system or WiFi will be provided.
15. No offensive music is allowed. It is user's responsibility to comply with noise ordinances.
16. Third party service providers such as caterers or bar tenders must be appropriately licensed and approved by the Rector and the Office. This includes sound systems and DJs.
17. All State, City and County laws must be observed when serving alcoholic beverages.

St. Athanasius Orthodox Church “Parish Hall Use Agreement”

Applicant Name	
Postal Address	
Email Address	
Phone No.	
Type of Event	<ul style="list-style-type: none"> ● Wedding Reception ● Funeral Reception ● Birthday Celebration ● Luncheon ● Youth Related Event ● Other
Size of Event	
Date(s) Needed	
Time of Event	
Please Note	Use of the parish facilities/grounds as outlined in the Guidelines for Use of Parish Facilities is given with the expectation that areas used will be cleaned and picked up (using the checklist on the back of this document) before leaving the premises. Any donations given will help defray parish expenses (heat/air, lights, etc.) and will be greatly appreciated.

I, _____,
am a member of St. Athanasius Orthodox Church and I have read, understand, and agree to abide to the guidelines stated in the Guidelines for Use of Parish Hall for St. Athanasius Orthodox Church. and approved by their parish council in May 2019.

I, _____,
am a non-member of St. Athanasius Orthodox and I have read, understand, and agree to abide to the guidelines stated in the Guidelines for Use of Parish Hall for St. Athanasius Orthodox Church and approved by their parish council in May 2019.

Cleaning Checklist for Anyone Using the Parish Hall

Task	Done
Sweep (and mop if necessary) floors	
Wash dishes used & put away	
Wipe off tables used (& chairs if needed)	
Inspect bathrooms to be in same condition as when event started	
Remove all trash and place in carts outside	
Turn off all lights	