

Prince of Peace Evangelical Lutheran Church
Basye, Virginia 22810

Policy for Use of Canaday Pavilion and Stidley Hall

General

As part of our ministry to the community, we offer the use of our Canaday Pavilion and Stidley Hall by eligible members of the community and organizations for such activities as meetings, picnics, wedding receptions, graduation and birthday celebrations, and reunions. We ask, in return, that the facilities and their contents be respected and cared for as the users would care for their own property. Please visit www.poplutheranva.org for policies regarding funeral and wedding services as they differ.

Eligibility

The following entities are deemed eligible to use Canaday Pavilion and Stidley Hall:

- a. Non-profit and charitable organizations.
- b. Local/county government agencies.
- c. Families of the community.
- d. Members of Prince of Peace Evangelical Church.
- e. Others with prior approval by the Church Council.

Specific authorization from the pastor of Prince of Peace Evangelical Lutheran Church must be obtained for use of the facilities for a religious service.

Cost

- a. A usage fee of \$100 will be charged for four (4) hours of use of the facilities, which include Canaday Pavilion, Stidley Hall, restrooms, kitchen, and related furnishings and kitchen equipment. The facilities may be rented for additional hours at a cost of \$20 per hour.
- b. The usage fee remains the same whether the facilities are fully used or only partially used.
- c. A refundable deposit of \$250 is required if the consumption of beer and/or wine will occur during the use of the facilities. The user is responsible for securing all necessary permits and/or licenses required by state or local government for the consumption of alcohol.

User Initials

- d. The Church Council maintains the authority to waive fee for the use of these facilities.

Conduct and Liability

- a. Any activity in the facilities must be conducted with the dignity and respect requisite of a place of worship.
- b. Smoking is not permitted.
- c. Pets, with the exception of service animals, are not permitted in any of the facilities.
- d. The user of the facilities assumes full liability in connection with their use. The user of the facilities holds Prince of Peace Evangelical Lutheran Church totally harmless in any incidents that occur incidental to or as a result of such use.
- e. The user of the facilities is liable for any damages to the facilities or furnishings, beyond normal wear-and-tear.
- f. The user of the facilities is liable for the cost to Prince of Peace Evangelical Lutheran Church for any additional clean-up if the procedures listed below are not followed, or if for any reason the facilities require additional cleaning as a result of the user's activities in the facilities.

Procedures

- a. A use agreement and release form must be submitted to Prince of Peace Evangelical Lutheran Church along with applicable fees and deposit.
- b. The user must designate a "Person in Charge" who will be required to sign the Agreement and Release form before the intended use. The Person in Charge is responsible for rendering the applicable fees and deposit and for ensuring compliance with all of the requirements listed in this document.
- c. Use of the facilities includes the use of all related furniture and kitchen equipment, but it does **not** include use of serving dishes, utensils, linens, paper goods, or food items belonging to Prince of Peace Evangelical Lutheran Church and stored in the kitchen or in Stidley Hall.
- d. Alcohol use permitted in the facilities is limited to beer and wine. Selling alcohol is **not** permitted. The user of the facilities is required to ensure that use of beer and/or wine is compliant with the laws of the state or local government.

- e. Upon completion of the event, all furniture must be returned to its original position. If any tables are relocated, they should be **lifted** for moving so as to not cause damage to the floor.
- f. The kitchen must be left as clean as it was found. No food or beverages are to be left in the kitchen.
- g. The user will remove all garbage to a proper disposal site off-site of Prince of Peace Evangelical Lutheran Church.
- h. Prior to leaving the facilities, the Person in Charge and a representative of Prince of Peace Evangelical Lutheran Church will perform a walk-through inspection of the facilities to ensure that the property is in good order. If the user has rendered a deposit and no damage has occurred to the facilities, the deposit will be returned at this time.
- i. Additional fees for time not originally included in the initial payment will be collected at the time of the walk-through inspection.
- j. Deviations from this policy must be approved by the Church Council.