

ST. ANDREW'S EPISCOPAL CHURCH

Our Mission

St. Andrew's Episcopal Church is an inclusive community affirming God's Grace, open and growing in heart, mind and spirit, called to love and serve all in Jesus' name.

RENTAL POLICY – approved by Vestry – 4/27/2026.

St. Andrew's Episcopal Church is blessed to have not only a beautiful place to worship, but also additional space that can be used for various purposes by parishioners and non-parishioners alike.

WHO CAN USE OUR SPACE

St. Andrew's is willing to make its space available, provided that the prospective user is aligned with our Mission – to love and serve all in Jesus' name.

WHAT ARE SOME EXAMPLES OF HOW THE SPACE MAY BE USED

St. Andrew's is open to those interested in using space on our campus. Examples include but are not limited to:

- groups that meet weekly/monthly, or on some kind of regular schedule;
- organizations that need space on a daily basis for the operation of their organization;
- meeting space for those who might need an occasional space;
- educational space such as music lessons, ESL classes, life skills classes.
- events such as receptions, dinners, or parties.

WHAT IS THE PROCESS

- All scheduling is done through the church office.
- Prospective users of space at St. Andrew's must agree to the conditions set forth in this policy and the lease agreement.
- The lease agreement along with proof of insurance is required regardless of whether a prospective user is paying a fee or not.
- It is at the sole discretion of the Church whether or not to charge a rental fee.
 - Determination of the fee will be made based on discussion with the prospective user.

- The decision of the Church is final.
- The Church reserves the right to decline a space use request.
- No agreement will be confirmed until the lease agreement has been submitted and approved. Where applicable, payment must be received.
 - Half of the rental fee is to be paid upon approval of the lease agreement.
 - The balance of the rental fee shall be paid no later than 10 days prior to the rental date.
 - In situations where an organization may be using space on a regular basis, the rental fee is due on the 1st day of each month.
 - A rental discount may be discussed if the organization intends to use the space for 6 months or longer.

TERMS AND CONDITIONS – GENERAL USE

- The lease agreement will name the specific space that is being used as well as the time limitation (daily, monthly, only once, etc.)
- Users of the space may not have access to any other space on the property, with the exception of the restrooms and Parking Lot*
- Use of the kitchen must be made in advance and included in the lease agreement.
 - An additional fee may be charged for its use.
- Use of the space is to be limited to what is stated in the lease agreement.
- The entire campus is smoke-free.
- Alcohol-containing beverages shall not be stored or distributed anywhere on church property.
- Violent, harassing, or threatening behavior of any kind will not be tolerated.
- We prohibit the possession or use of dangerous weapons on St. Andrew's property, including all St. Andrew's-owned or -leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under our ownership or control. This policy applies to all vehicles that come onto the property. Dangerous weapons include, but are not limited to: firearms, explosives, knives, and other weapons considered dangerous or could cause harm. We reserve the right at any time and at our discretion to

search leased spaces and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering our property to determine whether any weapon is being, or has been, brought onto our property/premises in violation of this policy.

➤ Minors:

- Children attending events (one-time or repeating) must be under the direct supervision of an adult 18 years of age or older at ALL times. There must be an acceptable ratio of adults to minors which shall be determined in advance and approved by the Church and noted on the lease agreement.
 - To create a safe space, it is necessary to anticipate and avoid circumstances in which children and youth are exposed to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact. **No child shall be left alone with any non-relative in any church building at any time.** If unanticipated circumstances result in an adult being alone with children or youth, that adult shall report those circumstances to the Supervisor, clergy in charge, church warden, or Responsible Person as soon as possible.
 - Only one adult may be sufficient for supervising a group of children in well-monitored, visually accessible program space on the church grounds, such as a Sunday School classroom, provided that another adult can maintain visual contact with the adult program leader. This can be accomplished by designating an individual to conduct frequent random checks of classrooms and unlocked spaces throughout the building(s).
- The Episcopal Diocese of Albany requires that leaders of ongoing programs involving youths and vulnerable adults complete Safe Church training. The lease agreement shall specify the individuals involved and the online training modules they must complete. St. Andrew's Church will assist with the training process.

EVENTS IN CARMICHAEL HALL (RECEPTIONS, PARTIES AND OTHER SUCH ONE TIME GATHERINGS)

- Renters and their caterers are allowed access to the kitchen only to store their supplies and perform limited functions.

- The use of the sink is permissible, but the dishwasher is not available.
- The microwave and convection oven may be used to warm or re-heat pre-cooked foods.
- Modest refrigerator space is available.
- However, use of the kitchen does not include use of any other Church-owned kitchen furnishings including, but not limited to, coffee pots (filters and coffee), china, glassware, cooking pots and utensils, cleaning supplies, or paper products.
- No outside cooking or grilling is allowed on parish grounds without prior approval of the Church office.
- Time allowed for decorating is considered a courtesy beyond the rental period and may be done prior to the beginning of the event, provided there is no conflict in scheduling.
 - Decorations may not be affixed to any surface in any way that would deface room surfaces.
 - Decorations are to be removed at the completion of the event.
- Rental includes use of tables and chairs already in Carmichael Hall.
 - Table & chair placement is to be discussed ahead of the event with the Church office.
 - No furnishings may be removed from the space at any time.
 - Fire exits MAY NOT be blocked.
- Clean-up
 - Trash bins are located in the kitchen and restrooms. Tie the plastic garbage bags closed and place them in the outdoor receptacles located behind the kitchen. Put new bags in the empty trash bins.
 - Do not leave any garbage outside of the receptacles.
 - Floors are to be broom-cleaned; food spills and residue to be cleaned off from tables, chairs and floor.
 - A checklist will be provided listing all items that need to be addressed for clean-up following a rental event.
 - All food items that were brought in to Carmichael Hall must be removed at the conclusion of the event.

LIABILITY

- St. Andrew's Episcopal Church is not responsible for injury to any person, or damage to any personal property. This includes injury in the parking lot and any damage to cars. Renter agrees to provide proof of liability insurance by providing a Certificate of Insurance naming St. Andrew's Episcopal Church, Albany, NY as an Additional Insured regarding use of the premises prior to the event.
- Termination: this agreement may be terminated at any time by either party for any reason.

*Use of Parking Lot will be determined by the day and time the space will be used. The parking lot may not be available during and after a snowstorm. Use of the parking lot will be at the renter's own risk.

SAMPLE LEASE AGREEMENT FORM

ST. ANDREW'S EPISCOPAL CHURCH

10 N. Main Avenue, Albany, NY 12203
518.489.4747 | parishoffice@standrewsalbany.org

Date: _____

St. Andrew's Episcopal Church welcomes _____
to the use of our building. Signing this agreement form means that the above named organization
agrees to the following guidelines set forth for the building rental:

GENERAL GUIDELINES

- Smoking, serving alcoholic beverages, or use of illegal drugs are not permitted in any part of the buildings or church grounds at any times.
- A \$100 security deposit is required of all organizations or individuals renting space from St. Andrew's.
- All organizations must provide a certificate of liability which shows St. Andrew's as an additional insured on its insurance policy.
- The organization agrees to hold St. Andrew's harmless for any liabilities it incurs during the rental of the facility.

CHURCH SANCTUARY

- Drinks and food are NOT permitted in the church sanctuary unless express permission is given and is stated on the form.
- All programs or other printed materials from the event must be deposited in the recycling bin or taken with the event organizers.
- If moved, hymnals and prayer books should be returned to the racks in the pews.
- Music stands and other furniture (chairs, kneelers, etc.) should be moved back into their original places after the event. The piano and organ are never to be moved or used without express written permission, in advance.
- Remove all garbage at the end of your event and be sure each pew is left clean.
- NOTHING IS TO BE PLACED UPON ANY OF THE ALTARS.
- All lights must be turned off, windows closed, and doors locked.

CARMICHAEL HALL, HALLWAYS, AND OTHER ROOMS

- All disposable cups & plates, food, and other debris should be disposed of in the garbage cans and then bagged and taken to the outside trash bins.
- Recyclable items should be placed in the blue recycle bins in the kitchen (under the counter near the commercial coffee maker). If full, empty to the outside recycling bins.
- Tables, chairs, and other furniture should be wiped clean and put back into their original positions. The piano should not be moved.
- All lights should be turned off, windows shut, and doors locked.
- If the kitchen is used, all food brought in MUST be taken away and counters cleaned.

- Floors should be swept with the broom in the kitchen. There is also a mop in the kitchen for any spills you make.

**IF THE BUILDING IS NOT LEFT CLEAN AND PROPERLY SECURED WHEN YOU LEAVE,
YOU WILL NOT BE ALLOWED TO USE OUR SPACE AGAIN.**

- _____ is given permission to use _____ (room/s) on _____ (day/s) from _____ until _____.
 - Storage space ____ is ____ is not granted, and will be limited to the following:

 - _____ understands that they will take responsibility for the condition of the room(s) and will report and repair any and all damage incurred during or as a result of their use.
 - The fee for use of the space is _____ and will be paid by _____ (date).
 - Access to the building will come from _____

Key will be returned _____.
- **Please note, key use agreement form must be filled out and returned to the Parish Office.*
- Evidence of insurance with St. Andrew's Episcopal Church named as an additional insured must be presented before the date of the rental.
 - _____ agrees to hold St. Andrew's Episcopal Church harmless for any personal injuries, loss, or damage of personal property that occurs during the rental of the facility.
 - Additional requirements (such as Safe Church training):

Signed: _____ Date: _____
(for Building User)

_____ Date: _____
(for St. Andrew's Episcopal Church, with Rector's Authorization)

ORGANIZATION: _____

Mailing Address: _____

Contact Person: _____

Email Address: _____

Phone Number: _____

SAMPLE