



St. Michael and All Angels

Cambridge Junction, Michigan

Facility Use Policy

1. The building may be used by members of St. Michael and All Angels Episcopal Church, or any non-profit civic, service or social groups whose purposes are in no way contrary to those of the Episcopal Diocese of Michigan. Guests of a member may apply to use the facility as long as the member who is making the request is on site during the event and is the primary responsible individual.
2. Church related activities always take precedence over all outside functions.
3. St. Michael and All Angels Episcopal Church is a smoke free facility.
4. Gambling, use of illegal drugs, or any illegal activities are not permitted on the church premises.
5. No alcoholic beverages other than wine are permitted on the church premises. No person under the age of 21 shall be permitted to consume alcoholic beverages.
6. The use of the church sanctuary is not permitted by persons or groups without special permission by the Ministry Support Team.
7. We ask that persons and organizations that use our facility leave the facility in the same or better condition than it was found. Please return tables and chairs to original positions. Not respecting this request may result in loss of future facility use.
8. Persons and organizations using this facility shall be held responsible for any damages to the building including appliances, equipment, furniture, etc. Decorations and equipment that can damage the floors, walls or parish equipment are not allowed.
9. St. Michael and All Angels is not responsible for any loss or damages to person or property arising from fault of or negligence of the organization, its employees, volunteers, guests and patrons using the facilities.
10. Persons and groups are asked to make a monetary donation for the use of the facility. These contributions will be used to help offset the cost of utilities and other building expenses.
11. All responsible persons and groups must review the EDOMI (Episcopal Diocese of Michigan) *Sexual Conduct and Code of Conduct for the Protection of Children and Youth Policies* on line at the church's web site: www.stmichaelaaa.org. A signed *Single Use Acknowledgement Form* for these policies must be on file with the church before permission for use of this facility can be granted.

All groups and organizations requesting the use of the facility on a recurring basis that will have children on the premises must have the responsible representative(s) complete the *Safeguarding God's Children* class offered by the EDOMI, and a completion certificate must be on file with the church before permission for use may be granted. While children are on premises, two adults shall be present at all times and at least one person that has taken the class must be on site at all times.
12. All persons and organizations must fill out and sign a *Building Use Contract* and *Responsible Individual Contact Information Form* and have it approved before permission for use of this facility can be granted. These forms, along with a signed copy of the *Single Use Acknowledgement Form for Sexual Conduct and Code of Conduct for the Protection of Children & Youth Policies* (and if required a certificate of completion from *Safeguarding God's Children* class) must be given to the Sr. or Jr. Warden and kept on file with the church.
13. The Sr. Warden and Jr. Warden have the authority to accept or deny any request for use of this facility for any reason.



St. Michael and All Angels

Cambridge Junction, Michigan

Building Use Contract

The terms and conditions of the Agreement are between the Church and the persons or organizations requesting the use of the facility at St. Michael & All Angels Episcopal Church in Cambridge Junction, Michigan:

1. The facility may be used by members of St. Michael and All Angels Episcopal Church, or any non-profit civic, service or social groups whose purposes are in no way contrary to those of the Episcopal Diocese of Michigan. Guests of a member may apply to use the facility as long as the member who is making the request is on site during the event and is the primary responsible individual.
2. Responsible individuals must review a copy of the EDOMI *Sexual Conduct and Code of Conduct for the Protection of Children & Youth Policies*. A signed *Single Use Acknowledgement Form* must be on file with the church before permission for use of this facility can be granted. While children are on premises, two adults must be present at all times.
3. St. Michael and All Angels is a smoke free facility.
4. Gambling, use of illegal drugs or any illegal activities are not permitted on the premises.
5. The use of the church sanctuary is not permitted by persons or groups without special permission by the Ministry Support Team.
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8. Persons and organizations using this facility shall be held responsible for any damages to the building including appliances, equipment, furniture, etc. Decorations and equipment that can damage the floors, walls or parish equipment are not allowed.
9. St. Michael and All Angels is not responsible for any loss or damages to person or property arising from fault of or negligence of the organization, its employees, volunteers, guests and patrons using its facilities.
10. Persons and groups are asked to make a monetary donation for the use of the facility. These contributions will be used to help offset the cost of utilities and other building expenses.

X _____ Date _____
Member or Responsible Individual Requesting Facility Use

Print Name - Member or Responsible Individual Requesting Facility Use

X _____ Date _____
Sr. or Jr. Warden of St. Michael & All Angels Episcopal Church

Event Name & Date



St. Michael and All Angels

Cambridge Junction, Michigan

Responsible Individual Contact Information Form

Date _____ / _____ / _____

Event Name or Organization: _____

Date(s) of Use: _____

Responsible Individual #1

Name _____

Address _____

Phone Number _____ Cell Phone Number _____

Do you have a key to the church? Yes No Temporary Key # _____

Have you taken the *Safeguarding God's Children* class in the last 2 years? Yes No

Signature: _____
Responsible Individual #1

Responsible Individual #2

Name _____

Address _____

Phone Number _____ Cell Phone Number _____

Do you have a key to the church? Yes No Temporary Key # _____

Have you taken the *Safeguarding God's Children* class in the last 2 years? Yes No

Signature: _____
Responsible Individual #2



St. Michael and All Angels

Cambridge Junction, Michigan

Single Use Acknowledgement Form for *Sexual Conduct & Code of Conduct for the Protection of Children and Youth Policies*

I acknowledge that I have reviewed, read and understand the contents of the *Sexual Conduct Policy of The Episcopal Diocese of Michigan*, including the *Code of Conduct for the Protection of Children and Youth*. I understand that sexual misconduct may be grounds for criminal prosecution. I understand these policies and submit to the procedures outlined, including the duty to report any suspected sexual misconduct immediately to the Jr. or Sr. Warden of St. Michael and All Angels Episcopal Church of Cambridge Junction, Michigan. I understand that this policy may be updated from time to time and that I will be responsible for reading and filing the updates.

Code of Conduct for the Protection of Children and Youth

Read and initial each item to signify your agreement to comply with the statement.

_____ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

_____ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

_____ I agree to comply with the policies for *General Conduct for the Protection of Children and Youth* defined in the *Policies for the Protection of Children and Youth from Abuse*.

_____ I agree to comply with the *Guidelines for Appropriate Affection* with children and youth.

_____ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations to the Jr. or Sr. Warden. .

_____ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the *Policies for the Protection of Children and Youth from Abuse*.

_____ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

Signed: _____ **Date:** _____

Name: _____

(Please print)

Event Name & Date:

NOTE: All acknowledgment forms will be kept on file in the church office.