



**ST. MICHAEL'S**  
EPISCOPAL CHURCH  
ARLINGTON, VA

# USE OF SPACE

## Rules and Regulations

1. Upon the expiration of the Licensed Area Use Period, and at all times outside the Licensed Area Use Period, Licensee shall remove its equipment and other personal property from the Licensed Area and leave the Licensed Area broom-clean and otherwise in the condition delivered. Any such equipment and other personal property left in the Licensed Area during such periods shall be surrendered to Licensor and may be discarded by Licensor at Licensee's cost.
2. Licensee's use of the Licensed Area shall be consistent with the preservation of the character and integrity of the Church. Licensee may not paint, nail, or otherwise change or damage the Licensed Area or the Facility, and all activities conducted in the Licensed Area or at the Facility must be appropriate for conduct in the Church.
3. In keeping with the residential character of the neighborhood in which the Church is located and the character of the Church, Licensee must not produce excessive noise or offensive odors.
4. Functions anticipated to end after 9:00 PM require explicit approval, even if within the Licensed Area Use Period. Only Parish functions may be scheduled on Sundays before 1:00 PM. Saturday evening activities and activities on Sunday prior to 1:00 PM are not permitted, even if within the Licensed Area Use Period.
5. Licensee shall cause trash cans and recycle bins to be emptied into appropriate containers located at the Facility as frequently as appropriate. Food items shall always be discarded into the appropriate containers located outside the Facility. Licensee shall ensure that all doors (interior and exterior) and windows of the Licensed Area and, where appropriate, the Facility, are closed and locked upon exit and otherwise as appropriate. Exterior doors shall not be propped open.
6. Kitchen access and use shall be permitted only upon Licensor's consent, in its sole and absolute discretion. If such use is permitted, the Kitchen and any equipment used must be left in clean condition, dishes washed, and put away, floors swept, waste baskets/recycling containers emptied into the appropriate containers outside of the Facility. Arlington County rules concerning recycling shall be followed.
7. Programmable thermostats are in use within all spaces at the Facility. Licensee may temporarily adjust the temperature settings in a room to suit their needs and the thermostat will return to normal settings on its own. Under no circumstances shall Licensee place a permanent hold on any thermostat.
8. Smoking is not permitted in or at the Facility.

9. Firearms and other dangerous weapons are prohibited in and at the Facility.
10. Licensor will not accept, sign for or store any deliveries for Licensee. Licensee must be on-site to take care of such details in coordination with Licensor's Parish Administrator.
11. Licensor's musical instruments, including but not limited to the organ and pianos, may not be used for any purpose without written permission of the Minister of Music. Do not place anything on top of the instruments. Licensee may be assessed a fee to repair any damage inflicted on musical instruments and/or furniture by Licensee or any of its employees, agents or invitees.
12. No alcoholic beverages may be sold on Church grounds. Alcohol may be served at events only with express written approval. Alcohol use, when permitted, is limited to wine and beer only. If permitted, Licensee is responsible for ensuring appropriate use of alcohol at the event. Licensor reserves the right to remove anyone from the Facility whose behavior is unruly, disruptive or injurious to the Church's activities or reputation, whether it be due to alcohol consumption or otherwise.
13. Candles may only be used in the Sanctuary or Parish Hall under constant surveillance. Use of candles elsewhere on Church property is prohibited. Flame or smoke-producing materials are prohibited.
14. Children under the age of thirteen (13) may be present only in the direct care of responsible adults, and shall never be left unattended at any time at the Facility. The number of participants in any space shall not exceed authorized capacity.
15. Licensee shall not use space heaters, supplemental air conditioning units or heavy equipment in the Licensed Area unless expressly authorized by Licensor.
16. Licensee must make arrangements with the Parish Administrator to obtain the necessary key code for entry during regular office hours. Codes entrusted to Licensee may not be shared or passed to individuals not expressly approved by the Parish Administrator.
17. Licensee is responsible for providing its own Audio-Visual equipment.
18. Licensor is not responsible for any damage to or theft of the equipment or personal property of Licensee or any of its employees, agents, or invitees. Licensee shall not leave valuables unattended.
19. Vendors, caterers, and other service providers shall be permitted upon the Facility only with Licensor's express consent. All such service providers must provide a Certificate of Insurance reasonably acceptable to Licensor and naming Licensor as an additional insured.
20. Any requests for use of space at the Facility other than the Licensed Area during the Licensed Area Use Period shall be directed to the Parish Administrator, provided the grant of such requests cannot be assured.

Exhibit A - Licensed Area

Exhibit B - Facility Price List

Area Name	Size	Occupancy Limits	Notes	Parishioner Use	Non-Profit Use	For Profit Use
Parish Hall	31 x 38	100 200	with tables and chairs without tables and chairs	\$0	\$150	\$200
Parish Hall w/ Use of Kitchen				\$0	\$200	\$250
Lower Classroom	15 x 36	40	can be subdivided into 3 rooms	\$0	\$50	\$65
Upper Classroom	15 x 36	40	can be subdivided into 3 rooms not handicap accessible	\$0	\$50	\$65
Conference Room	12 x 24	25	not handicap accessible	\$0	\$50	\$65
Library	12 x 24	12		\$0	\$50	\$65
Sanctuary		160	recitals, concerts, presentations only; not for use for non-parish worship	\$0	\$200	\$250