



# Welcome to Christ Episcopal Church Dearborn, MI

*Anyone can enter here, but in here, honor, respect and humility are  
required while judgement is left at the door ~*

Dr. Patrick Donovan

## **Our Mission**

Our mission is to welcome, inspire, nurture, and replenish all who come through the doors of this church. We seek to live a Christ-like life by embracing our broader, diverse community and serving others. We practice hospitality and acceptance of all people and expect those who use our building to do likewise.



## Important Numbers

Church office –

Erin Biggs, Office Manager      313.565.8450      office@christchurchdearborn.org

Building –

John Jones, Sexton                      313.338.5586      sexton@christchurchdearborn.org

Priest-in-Charge –

The Reverend Halim Shukair                                      halim@christchurchdearborn.org

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## **Building Hours**

Our regular building hours are Monday – Friday 8 am to 9pm; Saturday 8 am to 6 pm; and Sunday 7 am to 4 pm. Any usage outside of these hours requires prior approval and may result in an additional charge.

## **Firearm policy**

The Episcopal Diocese of Michigan (EDOMI) reaffirms the historic teaching of the church; acts of violence, destruction and murder are incompatible with the will of God, and the message and person of Jesus Christ, and have no rightful place in our society, especially sacred places.

The church has a long tradition of providing sanctuary and refuge to all. Therefore, the Episcopal Diocese of Michigan does not permit any clergy, staff, clients, students, volunteers and visitors to carry a weapon on the premises of any property or facility owned or operated by a church. This prohibition does not apply to certain exceptions as allowed by law.

See Addenda A for full EDOMI policy.

## **Smoking policy**

We observe a NO smoking rule inside the building. Please smoke in the designated smoking area only outside the church near the church parking lot. Please place all cigarette remains in appropriate containers.

## **Safeguarding God’s Children**

Many little ones are present and welcome in our space on a daily basis. We ask that all who enter model appropriate behavior and are mindful of their actions. Be aware that the policy of the Episcopal Diocese of Michigan is that there must be two adults present in all situations involving minors.

## **Photo Policy**

Christ Episcopal Church of Dearborn members (or other church authorized photographers) are permitted to take photographs of adult, teens, and children involved in church activities for the purposes of documenting those activities and/or promoting similar future activities. The photographs may be used in pamphlets, brochures, newspapers, publications and displays (including the Christ Church website) with review by and approval from the Church Rector and “Courier” Editor. Names of photographed minors will not be displayed unless permission is obtained from the minor’s guardian/parent.



## **Alcohol Usage**

Alcohol is allowed on the church premises as long as the following guidelines are followed:

1. Any beverage or food containing alcohol must be clearly labeled as such.
2. If alcohol is served in any form, a non-alcoholic alternative must be offered.
3. Sale of alcohol without a license is in violation of the law of the State of Michigan.
4. All applicable federal, state, and local laws and ordinances must be observed, including those governing the serving of alcoholic beverages to minors.
5. The sponsor of the event should be a parish member. They bear primary responsibility for the manner in which alcohol is used at that activity or event.
6. All alcohol and alcohol containers must be removed by the organizers from the property at the end of the event. Please do not put containers in the dumpster.
7. All alcohol usage is subject to prior approval.

See Addenda B for full EDOMI alcohol policy.



Building Use Agreement for Christ Episcopal Church  
120 N. Military Dearborn, MI 48124

Entered upon (day, month, year) \_\_\_\_\_ a covenant for use of space in Christ Episcopal Church, Dearborn, Michigan, between the Rector and Vestry of Christ Church and \_\_\_\_\_.

The use of the building by members and non-members of the church community is intended as an expression of the Mission of Christ Church as a "Community-Centered" church. Our mission is to welcome, inspire, nurture, and replenish all who come through the doors of this church. We seek to live a Christ-like life by embracing our broader, diverse community and serving others. We practice hospitality and acceptance of all people and expect those who use our building to do likewise.

With this in mind this covenant confirms that all persons using the building will be courteous, respectful, and mindful of our mission and of others using the building. Christ Church is first and foremost a house of worship and a community of faith. We recognize that how one expresses one's faith will vary from person to person and in a spirit of hospitality we embrace all people regardless of a faith practice or not. The following are some guidelines for this covenant:

We observe a NO smoking rule,

The room or location used will normally be the same for functions and meetings but the Church Rector or Administrator may from time to time schedule a different location in the building. This may be necessary to accommodate church functions or another group.

The group using the building agrees to be responsible for maintaining the area during the time the group is using it. The church agrees to keep the building clean and expects those using the building to leave the space clean in return. The church will, as able, assist in setting up the space for your meeting or function. **If any damage is done the area, to furniture or to other property of the Church, the using groups will promptly make arrangements for repair, replacement, or cleaning.**

This agreement cannot be assigned to another group without the Church's written consent.

As a mission of Christ Church there is no "rent" required to use the building. In turn, out of appreciation for the use of space, a donation is appreciated, commensurate with the frequency and amount of time used. This helps to offset our expenses for cleaning, heating, and maintaining the building and enables the group to be a partner in our common mission to the wider community.

This covenant can be ended at any time by either party with a minimum of two weeks' notice in writing.

Name of Group \_\_\_\_\_

Name and contact information for group representative \_\_\_\_\_

Day and time for use of space \_\_\_\_\_

I understand that the Church's liability insurance policy and property insurance policy will cover Christ Episcopal Church but does not extend to others. For that reason each user group should arrange for insurance to cover itself and its own property, as so desired by the user group.

\_\_\_\_\_  
Priest-in-Charge, Christ Church

\_\_\_\_\_  
Representative of user group



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## Proper Use of Christ Church Rooms, Equipment and Facilities

All users of Christ Episcopal Church rooms, equipment and facilities should observe the following procedures and guidelines:

1. The Facility Usage reservation request must be filled out and turned in (either to the office or electronic copy through email) at least two weeks prior to your event.
2. A \$50.00 deposit is required for all events. The deposit will be returned within two weeks of the end of your event.
3. Booking for use of rooms and facilities is completing the Facilities Usage Request Form and turning it in to the Church Office. Your request will only be confirmed through the Church Office.
4. All events held must be consistent with our mission as specified in our Building Use Agreement (p. 5)
5. The group organizer or leader is responsible for proper use of Church Equipment and facilities.
6. Respect use of a room by other groups and meetings; do not disturb display materials or art work on walls and leave the room arrangement as when you arrived. **Leave each room used at least as neat as you found it.**
7. As required by the State of Michigan, the Sexton or Kitchen Manager must supervise all kitchen usage. Refer to page 9 for kitchen usage procedures.
8. Dispose of waste and trash in the receptacles provided. If bagged garbage is too large to fit in the receptacle in the room, please place in the dumpster behind the building. No alcohol or alcohol containers left on the property.
9. Report damage, non-functioning equipment and shortages of any supplies (for example: paper towels, soap) to the Church Office or to the Sexton.
10. Use equipment and facilities ONLY for the purpose it was designed. Adults supervising children and young people are requested to prevent inappropriate use.
11. Any room setup must be specified on the Facility Usage reservation request form. Moving of equipment or furniture without staff present is prohibited unless specified beforehand. If alcohol is to be present, proper procedures must be followed. See Guidelines.
12. Users are responsible for any damage incurred (see building use agreement).
13. In the event of an injury, the Sexton must be notified immediately and an accident form must be filled out.



Facility Usage Reservation Request

Name of Group \_\_\_\_\_

Group Contact \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Date of Meeting/Event \_\_\_\_\_

Start time \_\_\_\_\_ End Time \_\_\_\_\_

Area/Room Requested \_\_\_\_\_

# of people expected in attendance \_\_\_\_\_

Description of Event/Meeting \_\_\_\_\_

Set-up (Tables, Chairs, Sound Equipment, etc.) (requested donation chart on page #XX)

Refreshments: Coffee/tea/water (circle) Sexton setup? \_\_\_\_\_ (yes/no)

If you plan to use the kitchen, the Sexton or Kitchen Manager must be present.

I have read and understand the Kitchen Policy (see page #9) \_\_\_\_\_ (initial here)

Do you plan to serve alcohol? \_\_\_\_\_ (yes/no). Alcohol is only allowed at parish-sponsored events and must be approved by Rector and follow proper usage. See Guidelines on page #XX.

Priest-in-Charge approval \_\_\_\_\_ date \_\_\_\_\_

I have read and agree to the Proper Use document on page #7.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Christ Church Affiliation \_\_\_\_\_

Event deposit (\$50.00) \_\_\_\_\_

Office Manager \_\_\_\_\_ Date \_\_\_\_\_

Priest-in-Charge \_\_\_\_\_ Date \_\_\_\_\_

End of Event: Sign-off by Sexton \_\_\_\_\_ Time \_\_\_\_\_

Issues: \_\_\_\_\_





Guidelines for Kitchen Use

The Christ Episcopal Church is listed as a commercial kitchen and therefore is required to follow the State of Michigan Food Safe laws. These laws require that a Kitchen Manager be present whenever the kitchen is being used for any type of food preparation. If your organization plans to use the kitchen in any capacity, you must observe the following procedures and guidelines:

- 1. It is recommended that all food be "table ready" unless you plan on using our kitchen, in which case the form below must be completed and turned in to the office at least two weeks prior to your event.
2. You must properly dispose of leftover food and waste. This includes bagging all garbage and disposed of in the church dumpster.
3. Unless the Kitchen Manager is notified, no food is to be left on the kitchen counters or in the refrigerator.
4. Dishwasher usage must be supervised by the Kitchen Manager, who is helpful and will assist, however he is not the dishwasher.
5. We expect the kitchen to be neat and tidy when you begin and end your event. If there are any cleanliness issues, you must notify the Kitchen Manager at the beginning of the event.

Name of Group: \_\_\_\_\_

Date of event: \_\_\_\_\_

Name of person responsible for Kitchen use: \_\_\_\_\_

Phone #: \_\_\_\_\_

Do you require use of (please circle a yes/no response):

Ovens [ ] yes [ ] no
Stove top [ ] yes [ ] no
Dishes [ ] yes [ ] no
Refrigerator [ ] yes [ ] no
Coffee Hot plate [ ] yes [ ] no

Microwave [ ] yes [ ] no
Dishwasher [ ] yes [ ] no
Serving pieces [ ] yes [ ] no
Freezer [ ] yes [ ] no
Glasses [ ] yes [ ] no

Will you be prepping any food in the kitchen [ ] yes [ ] no

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Kitchen Manager (must sign off at beginning and end of event)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Begin Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Issues: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_



## Special Event Suggested Donation Chart

While we do not have a set fee for using our facility, a donation is appreciated, commensurate with the frequency and amount of time used. This helps to offset our expenses for cleaning, heating, and maintaining the building and enables the group to be a partner in our common mission to the wider community.

We request donations based primarily on the amount of time our staff has to devote to setting up or taking down to prepare the room. If you plan on using our kitchen at all, the State of Michigan requires we have our Kitchen Manager there to supervise usage.

If set-up/take-down for your event requires:

4 tables/16 chairs or less	Approx.. 15 minutes setup/takedown	\$5.00 or at will
More than 4 tables/16 chairs	Approx. 1 hour setup/takedown	\$20.00

If you are requesting the church to provide:

Beverage service	Coffee, tea and/or water	\$10.00
<b>Kitchen usage:</b>		
If bringing table-ready food and only need use of fridge		\$10.00
Prep-area and fridge usage		\$10.00 an hour
Full kitchen usage including cutlery, dishware and dishwasher		\$20.00 an hour



**Accident Incident Report**

**Date of Incident** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone #** \_\_\_\_\_

**Parishioner**  **Employee**  **Visitor**  **Member of outside group**

**Group Affiliation** \_\_\_\_\_

**What happened** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who reported incident**

\_\_\_\_\_

**Witness(s)**

\_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

**Follow up:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Mgr \_\_\_\_\_ Date/Time \_\_\_\_\_

Rector Informed (date/time) \_\_\_\_\_

***Please complete form and turn into the Church Office.***

