

PROCEDURES FOR RENTERS USING SPACES AT ST. JAMES EPISCOPAL CHURCH

1. **Keyed entry:** the church building is locked for security. There is a keyed entry to the main door at the top of the ramp. Instructions for building entry are printed on the entrance door. The code for the lockbox will be given to you when your building use has been confirmed. Please do not share the code with others.
2. **Covid 19 precautions:**
 - We strongly recommend that all be up to date on Covid 19 vaccination and boosters.
 - No one should enter the buildings with an active Covid infection, recent positive test, or recent contact with an infected person.
 - The Renter is responsible for checking the Covid 19 risk level in Chittenden County.
 - When the **Chittenden County** risk level is LOW based on Vermont Health Department and CovidActNow.org data, wearing masks and social distancing are OPTIONAL.
 - When the risk level is MEDIUM, masks and social distancing are RECOMMENDED.
 - When the risk level is HIGH, masks and social distancing are MANDATORY.
 - St. James reserves the right to suspend the use of our buildings to our rental groups if the level reaches HIGH.
3. **Space Limits:**
 - Parish Hall – 75 people (tables available upon request – renter sets up and takes down)
 - Undercroft – 40 people (several tables available)
 - Smith Room – 15 people (2 tables or a sitting area available)
 - Children’s Room – 6 people (no tables)
4. **Ventilation:**
 - The Smith Room, Children’s Room, and Parish Hall have air purifiers/filters that renters should use along with the heating or AC running at all times. Please follow instructions for the purifiers and heat/air conditioning posted on the door of the room(s) you are renting.
 - The Undercroft does not have air purifiers. We recommend opening windows to increase air circulation. Please close the windows at the end of your meeting.
5. **Kitchen Use:** The Undercroft kitchen has been renovated and its use is included with rental of this space. The Parish Hall kitchen may be rented for limited activities for an additional fee. Please inquire if interested.
6. **Alcohol Policy:**
 - Only wine and beer may be served in the Parish building. No hard liquor is allowed.
 - When alcohol is served at St. James, we ask that you ensure that alternative non-alcoholic beverages are also offered.
 - Vermont's social-host law holds liable persons who serve alcohol in such a way that results in alcohol-related incidents. In addition, Vermont’s drinking age is 21.
 - St. James advises social hosts to be vigilant that persons served are of legal drinking age.
 - The social-host law means that hosts of the event are subject to the common laws of negligence if they over-serve their guests.
 - A licensed bartender is required for non-Parish events.

7. Smoking Policy

- St. James Church and its associated buildings are smoke-free.

8. We ask that you respectfully follow these guidelines:

- Restrict your use of space to area(s) agreed upon in your rental contract.
- Abide by the Church's Alcohol and Smoking policies.
- Children accompanying you should be with you at all times.
- Do not use any food stored in the kitchen. This is for the use of Age Well or the Parish.

9. Upon leaving, please do the following:

- Clean any area that you have used.
- Place the configuration of tables and chairs as you found them.
- Bag and take your trash and recycling with you.
- Turn off air purifiers and lights. Two security lights in the hall always remain on.
- Close all windows.
- Firmly lock and pull shut the outside door and return the key to the lock box.

Thank you for your cooperation with these procedures.