



## Earlwood Anglican Church (EAC) - facility use guidelines – Summary

Summary guidelines for determining by whom & for what purpose, EAC facilities may be used.

### Appropriate users & objectives of use

1. The parish: The primary use of EAC facilities is for public worship and ministry activities of the parish.
2. The policy agreed upon by Parish Council is that we support only Church family members being able to use the EAC facilities to hold private functions/events/celebrations provided appropriate insurance cover is established before the event.
3. It is at the Church Wardens discretion to determine who is to be approved or not approved to hold such private events using EAC facilities.
4. Anyone seeking to apply for permission to use EAC facilities must contact Churchwardens well prior to date of intended usage so appropriate details, application paperwork and insurance cover can be established. Currently insurance cover can be provided by Ansvr Insurance through the Diocese at a cost of \$49.88 per event.
5. When considering if approval for the use of EAC facilities may be given, the Wardens where appropriate will, in addition to the above matters, consider a number of other factors including the nature of the event, the suitability of the site for the event, availability of the Church facilities and ensuring sound WH&S principles are not compromised.
6. It is at the discretion of person(s) hiring the facilities whether they wish to make a donation to EAC.
7. Consumption of alcohol is not permitted on the premises of EAC, except for Communion wine.