

Vestry Policy on Parish Building and Equipment Use

Inasmuch as the buildings and grounds of St Paul's Church are tax-exempt, they may not at any time be rented to any for-profit organization or enterprise nor used for any for-profit activity except those conducted for the support of a recognized not-for-profit organization as permitted by law. (*Federal and State tax codes; policy of the Diocese of Chicago*)

The use of the Great Hall is to be limited to Parish or St Paul's Community Services Corporation agency programs only, and within this restriction, it is the Vestry's desire that whenever possible, during the heating season, ongoing parish programs find alternative room use, reserving the Great Hall for one-time-only Parish or Community Services Corporation agency events. (*Vestry: June 1985*)

Parish property may not be removed from the buildings or grounds for any personal use. Parish equipment may be used for parish or community events with the authorization of the Buildings & Grounds Chairman. (*Vestry: February 1990*)

Building use for each program year (July 1 — June 30) is scheduled at the Annual Parish Planning Meeting held on the fourth Tuesday of June. No commitment of space may be made for the upcoming program year until that meeting, and any subsequent scheduling must be done so as not to conflict with space that has already been allocated at that meeting.

The Parish Secretary maintains the master calendar, and only she may schedule other use of space after the master calendar has been put together at the Annual Parish Planning Meeting.