

St . James Plantation Chapel

Guidelines for Use

1. Use of these facilities is available to property owners and staff members of St. James Plantation and extends to immediate family members. Immediate family is defined as children, grandchildren, parents and siblings. Property owners may sponsor other persons who wish to use the Chapel and will be responsible for the actions of the sponsored party.
2. Individuals requesting use of the Chapel shall make their request to the Board of Directors of St. James Chapel using the appropriate form. The Board shall review all requests to determine if the criteria are met.
3. There is a fee of \$250.00 for persons who wish to reserve the Chapel. This fee includes a cleaning deposit of \$50.00 which is refundable after the event if no damage has been done to the Chapel. However, the \$200.00 is totally non-refundable. A check for \$50.00 will be returned by the Chapel Treasurer after inspection of the Chapel following its use.
4. No admission of any kind may be charged for any service at the Chapel. The Chapel is not available for functions of a secular nature.
5. No food or beverage will be permitted in the Chapel other than as part of a service, or at the discretion of the full membership of the Board.
6. Smoking, alcoholic beverages and profanity are not permitted in the Chapel or on the premises.
7. Any breakage or damage to the facilities is the responsibility of the user or the user-sponsor.
8. Please make note of the position of the furniture. It must be put back in its original position, if moved. Under no circumstances should the piano or organ be moved.
9. Candles are not allowed in the Chapel in any shape, form, or substance.
10. When decorating, do not use tacks, nails or tape.
11. When children or youth are using the Chapel, user groups or parents are responsible for supervision.
12. If time is needed for decorating or for a rehearsal, please coordinate that with the Special Events Coordinator.

These guidelines have been adopted by the St. James Plantation Chapel Board of Directors to insure the protection and preservation of the Chapel. It is the desire of the Board that these facilities be an integral and important part of the life in the Town of St. James. We urge all property owners and staff members to make use of and to become involved with the Chapel.

CHECK LIST FOR USING ST. JAMES PLANTATION CHAPEL:

General Reminder of Rules (Pre-Planning):

1. Fire code limits number of attendees to 140
2. All doors are to be unlocked, unblocked and accessible at all times
3. No smoking, profanity, food or drink of any kind is permitted
4. Use no tacks, nails or tape for decorating or any other purposes
5. There is a coat closet at the front of the Chapel through door to right

Before the Function:

Note the position of the furniture

After the Function:

Replace all furniture to its original order*

Remove all flowers, ribbons and any other decorations, both inside and out*

*Must be done by end of the day unless the Special Events Coordinator advises that it must be done earlier (due to scheduling of other events, for example)

Special Events Coordinator: Mary Curtis

(207) 576-4768

Revised: July 1, 2023