



St. Thomas' Episcopal Church

Contract for Building Use

St. Thomas' Episcopal Church is pleased to offer its facilities for use by community organizations. The Church does not charge fees for the use of its facilities but charges are made to cover the costs associated with the operation of our facilities for the event. Use of rooms for small meetings are made free of charge; however, a donation to the Church is welcome and appropriate in all circumstances. The Church makes its facilities available to not-for-profit organizations only. No private profit-making activity is to take place on Church property. St. Thomas' reserves the right to cancel or reschedule any activity previously scheduled at the Church. Faith-based activities always have priority in scheduling.

All organizations applying for use of the Church facilities must provide an insurance waiver to be in effect for the duration of the event. The serving or consumption of alcohol on the premises is prohibited except by special waiver. See the reverse of this page for the fees under which the Church facilities are offered. St. Thomas' Church provides the use of its facilities only. It does not provide catering or cleanup services. The Sexton (custodian) is present to oversee the use of the building, not to assist with the event. All users of the building are responsible for leaving the facility clean, as specified within this contract agreement.

This contract must be signed by the person representing the organization. Final approval on use of the Church building rests with the Rector and Vestry of St. Thomas' Church.

Rules for Use of Facilities

This application must be signed on the reverse by the person in charge of the event at least three weeks in advance of the event. **Please acknowledge these rules by initialing them in the left margin:**

- The security deposit, insurance waiver and other applicable fees must be received at least 3 weeks in advance of the event.
- The Church Sexton will be present during the event to oversee the use of the building and will not assist in cleanup.
- Food and drink are prohibited in the Church Sanctuary
- All events must conclude by 10:30 pm.
- Tables and chairs will be arranged and put away in consultation with the Sexton.
- Pianos may be used only with the permission and guidance of the Minister of Music.
- No alcohol or tobacco products may be consumed on Church property.
- No rice, confetti or the like may be scattered on church property.

Regulations for Use of Kitchen

St. Thomas' offers the use of its kitchen, including stove, refrigerator and preparation areas. **Please acknowledge these kitchen rules by initialing them in the left margin:**

- Use of utensils, dishes, coffee makers, pots and pans is not included in this agreement and will be granted only by specific permission.
- Use of the dishwasher will be granted only after the responsible party has been instructed on its operation.
- The kitchen, scullery, parish hall and adjoining areas must be left clean, i.e., counters cleaned, floors swept, materials removed and furniture returned to its original position.
- All garbage, refuse, flower arrangements, etc. must be removed from the premises unless specific arrangements have been made with and agreed upon by the Church Sexton.
- Failure to leave the premises as described above will result in the forfeiture of the security deposit.

Fee Schedule

Please check all that apply

<input type="checkbox"/> Security Deposit (<i>refundable contingent upon condition of contract being met</i>)	\$200.00
<input type="checkbox"/> Use of church sanctuary for weddings (Six months' notice required; must be approved by the Rector in accordance with the canons of the Episcopal Church)	Church members, no charge Non-Church members: \$600.00
<input type="checkbox"/> Organist's fee for weddings (directly payable to the organist)	\$250.00
<input type="checkbox"/> Parish Hall	\$100.00
<input type="checkbox"/> Kitchen	\$200.00
<input type="checkbox"/> Utensil fee (subject to review and separate agreement)	\$100.00
<input type="checkbox"/> Sexton fee (directly payable to the Sexton)	\$25.00 per hour; minimum 4 hours
<input type="checkbox"/> Donation to St. Thomas' Church for use of facility	\$ _____
Total fees (checks payable to St. Thomas' Church)	\$ _____

Application for Building Use

Please complete the following and return to the Parish Office in person, via email or regular mail, along with your insurance waiver and payment. The Sexton's fee is made payable directly to that individual. The Parish Office will provide this information once your application is approved.

Type of Event: _____

Date: _____ Beginning time: _____ Ending time: _____

Name of Organization: _____

Address: _____

Contact Person: _____ Telephone: _____

Email address: _____ Cell phone: _____

Number of participants: _____ Room Use: Church Parish Hall Sun Room Kitchen Other

Name and telephone of caterer: _____

For weddings: Bride: _____ Groom: _____

By signing this Contract you hereby agree that in using the Church buildings your group assumes financial responsibility for cleanup and any vandalism, breakage, or theft, which results, from this event or from unhindered entry from the time of the vacating of the structure until the buildings are officially opened the following morning.

Signature of the Contact Person named above

Date

Signature of representative of St. Thomas' Church

Date

For Office Use: <input type="checkbox"/> Insurance waiver received <input type="checkbox"/> Security deposit received <input type="checkbox"/> Payment received <input type="checkbox"/> Donation received
--