



St. Paul's Episcopal Church

PARISH HALL USE REQUEST

P.O. Box 293
116 S. Church St.
Monroe, NC 28111
704.289.8434

RENTER INFORMATION

Name of Organization _____

Responsible Party _____ Email _____

Street _____ Home/Cell Phone _____

City _____ State _____ Zip _____ Business Phone _____

Sponsoring Parishioner _____ Home/Cell Phone _____

(if different or not listed above)

Email _____

EVENT INFORMATION

Day and Date of Event _____ Is Handicapped Access Required? _____

Type of Event _____ Expected Attendance _____ (186 Max)

Will Alcohol Be Served at This Event? _____

Hours (including Set-Up and Clean-Up) From _____ until _____

FACILITIES REQUESTED

Parish Hall Only _____ Parish Hall, Kitchen & Dishwasher _____

WAIVER AND RELEASE OF LIABILITY

I have read the Policies and Guidelines for Use of Facilities at St. Paul's Episcopal Church (attached) and understand that it is my responsibility to ensure that these facilities are used as agreed and left in the condition specified in the checklist provided. I understand that all pots, pans, dishes, utensils, etc., are for church-wide events and parishioner use only. If my use is considered an outside event, I agree to provide any pots, pans, dishes, utensils, dishcloths, tablecloths, etc., needed for this event.

I understand that this policy applies to use of the Parish Hall only and that weddings and wedding policies are handled under a separate document.

If alcohol is served at the event, I will ensure that nonalcoholic beverages will also be available.

I understand that smoking is not permitted anywhere in the facility.

I understand that St. Paul's Episcopal Church reserves the right to require that I provide evidence of insurance in the form of a certificate of liability.

(continued on reverse)

PARISH HALL USE REQUEST

WAIVER AND RELEASE OF LIABILITY *(continued)*

In consideration of the permission extended to me and the group I represent by St. Paul's Episcopal Church to use the Parish Hall, under terms as outlined in Policies & Guidelines for Use of Parish Hall, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against St. Paul's Episcopal Church, its members, Rector, Vestry, wardens, trustees, agents, employees, successors, and/or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, person injuries and property damages.

Further, we shall defend, keep, save, and hold harmless and indemnify St. Paul's Episcopal Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss of damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms, and conditions of the agreement, or otherwise.

Signature _____

Date _____

FOR CHURCH USE ONLY

Vestry Approval Date _____ Deposit \$ _____ Fees _____ Date Paid _____

Key Issued on _____ by _____ to _____
(Signature)

Checklist Returned on _____ and Completed by _____
(Signature)

Key Returned on _____ and Completed by _____
(Signature)

Deposit Returned on _____ to _____
(Signature)

IN CASE OF FACILITY-RELATED EMERGENCY, CONTACT

Junior Warden

Telephone Number

Policies & Guidelines for Use of Parish Hall

I. PURPOSE

The Vestry of St. Paul's Episcopal Church strives to be a good steward of church facilities while serving the community in a welcoming fashion.

II. PARTICIPATION

- A. St. Paul's Episcopal Church and its ministries always have access to church facilities.
- B. Subject to other policies of the church adopted from time to time, there will be no fees charged to parishioners for using the Parish Hall to celebrate life events (defined as and limited to Birthdays, Graduations, Family Reunions, Baby or Bridal Showers), although donations will be appreciated. A graduated security deposit, subject to refund, will be required. For private parties that do not celebrate the aforementioned events, Outside Groups fees will apply.
- C. Subject to other policies of the church adopted from time to time, events sponsored by a church member that involve any outside group or organization will be charged a fee as set forth in Section IV below. A graduated security deposit, subject to refund, will be required.
- D. Any individual or group using church facilities must have a St. Paul's member to sponsor the event. The sponsor will be responsible for opening the facility before the event and locking the facility after any unsupervised set-ups before the event and after the event itself. The sponsoring parishioner must remain in the Parish Hall for the entirety of the event.
- E. For-profit groups are restricted from using church facilities.

III. SCHEDULING

- A. Any individual or group wishing to use the Parish Hall must first complete a Parish Hall Use Request and schedule the activity through the church office at least thirty days in advance.
- B. Non-church-related activities cannot be scheduled more than six months in advance.
- C. For scheduling purposes, church-related activities take precedence over all other activities.

IV. USAGE FEES/SECURITY DEPOSIT

FEES FOR PARISH HALL USE				
	Church-Related	Members	Outside Groups	
	\$0	\$0	Parish Hall Only	Parish Hall & Kitchen
			\$75	\$105
Graduated Refundable Security Deposit*				
Attendees / Deposit Required	1 – 19 / \$125	20 – 49 / \$200	50 – 99 / \$300	100 – 186 / \$500

*Security deposits will be returned upon confirmation that all guidelines for use have been followed and that all facilities and their contents have been left in the manner and order in which they were found. However, if any loss or damage to the facility is incurred during the event (or its set-up or clean-up), the security deposit will be used to repair or replace the damages to the property. Any balance remaining will be refunded. If the cost of replacement or repair exceeds the security deposit, the individual or group using the Parish Hall shall compensate St. Paul's for all damages.

Policies & Guidelines for Use of Parish Hall *(continued)*

V. APPROVAL FOR USE

- A. Individuals and groups that have properly completed the Parish Hall Use Request will be notified of the Vestry's decision by the church office. Once payment has been received, the activity will be placed on the church calendar.
- B. Requests for ongoing (weekly, monthly, annual) use must be approved by the Vestry. The Vestry will impose an appropriate per-use fee and a security deposit.
- C. Individuals and groups approved for ongoing use of the facilities must submit a new request each year; this request should be submitted to the church office no later than one week prior to the December meeting of the Vestry.

VI. GUIDELINES FOR USE

- A. Use of the facilities is restricted to the parking lot, Parish Hall, Parish Hall restrooms, and Kitchen, unless a specific request has been made and approved.
- B. Individuals and groups may not under any circumstances store any materials at the church.
- C. Under no circumstance should individuals or groups take any item out of the facility. **All** contents of the church must remain in the church.
- D. No decorations or any other items may be tacked, taped, pasted, or otherwise attached to the walls or to any fixtures.
- E. If all guidelines for use are not followed absolutely, the security deposit may be retained by the church; and all future use of church facilities will be forbidden.

VII. CHECKLIST FOR USE OF FACILITIES

- A. The responsible party will ensure that the Parish Hall and/or Kitchen are returned to their original order and complete all the relevant tasks on the checklist below.
- B. The St. Paul's Junior Warden (or designee as appointed by the Junior Warden) will inspect the facilities after the event to ensure that no damage has been sustained and that the facilities have been left in order.
- C. If no damage to the facility or its contents is found after its use, all guidelines are followed, and all checklist items are completed, the security deposit will be returned.
- D. In all cases, the facility must be cleaned and vacated by 10:30 p.m.

PARISH HALL

- _____ Thermostat returned to original setting
- _____ Floor swept
- _____ Spills mopped up
- _____ Tables and chairs wiped clean
- _____ All lights turned completely off
- _____ All trash bagged and carried to the containers on Beasley Street

KITCHEN

- _____ Ovens and stovetop burners and timers turned off
- _____ Floor swept
- _____ Spills mopped up
- _____ Counters and sinks wiped clean
- _____ Leftover food/drink thrown away or removed
- _____ All lights turned completely off
- _____ All trash bagged and carried to the containers on Beasley Street