

**APPLICATION AND TERMS FOR USING
ALL SOULS MEMORIAL EPISCOPAL CHURCH FACILITIES AND GROUNDS**

All Souls Memorial Episcopal Church

2300 Cathedral Avenue, N.W.

Washington, D.C. 20008

www.allsoulsdc.org 202.232.4244

The mission of All Souls Memorial Episcopal Church (All Souls) is to be a Christ-centered sanctuary where a diverse community worships and serves. We live this mission through faithful celebration of the Eucharist, Christian Education, and loving nurture of both members and neighbors. As a long-standing fixture in a vibrant, historic neighborhood, All Souls is committed to continuing its active role within the Woodley Park community and the District of Columbia. Whenever possible, the parish offers use of parish buildings, facilities, and grounds for outside organizations and individuals that share the parish's mission and core values.

All Souls' buildings, facilities, and grounds include the nave and sanctuary, undercroft and offices, kitchen, narthexes, and the parking lot and gardens. Use of the nave and sanctuary by outside organizations and individuals is limited and is reserved primarily for religious functions and observances allowed by Parish clergy and leadership, as agreed upon at the time of scheduling.

The attached application, which will become a usage agreement upon acceptance by All Souls, outlines the terms of your use of All Souls' facilities. It also provides organizations and individuals who sponsor, organize, and hold events in the church's parish buildings and facilities with important information regarding fire, safety, and other concerns.

Application for Use of Space for Meeting(s)

Please Print

Organization _____

Address (Street/PO Box, City, State, Zip) _____

Point of Contact (First and Last Names) _____

Organizers shall (a) immediately notify the church if the designated agent changes and (b) provide contact information for the new Point of Contact.

Telephone Number(s) _____

Email Address(es) _____

Date, Time, Duration of Event _____

Recurrence (describe) _____

Day-of-Event Point(s) of-Contact (if different) _____

Day-of-Event Point(s) Telephone _____

Day-of-Event Point(s) Email _____

Description and Purpose of Event _____

Facilities Requested _____

Expected Number of Occupants/Attendees _____

Age Groups Attending (Briefly Describe) _____

Security Deposit (May be waived) _____

Fee _____

Signature: _____ Date: _____

Reviewed and approved by Rector:

Rector: _____ Date: _____

ACCEPTED FOR ALL SOULS MEMORIAL EPISCOPAL CHURCH

Parish Administrator: _____ Date: _____

General Terms and Conditions:

- a) In addition to the information requested in the application form, All Souls reserves the right to request additional information from applicants to address specific requirements, as addressed further below.
- b) All Souls scheduled activities take precedence over use of facilities by outside space users. In the rare event (such as a funeral) All Souls needs to cancel an agreement, All Souls will notify outside users immediately if outside group activities must be moved, rescheduled or canceled.
- c) All Souls reserves the right to terminate this agreement at any time for any reason in the interests of the church and its membership.
- d) No space other than that designated in this Agreement is to be used, nor shall designated space(s) be used in any other way or for any other purpose than that specified and agreed upon.
- e) In scheduling, organizers should note that All Souls facilities are used for a variety of different purposes at any given time and some disruption cannot be completely ruled out.
- f) Applicant shall be required to present proof of insurance for its event as a condition to the effectiveness of this usage agreement. All Souls shall be named as an additional insured on lessor's liability insurance for the event.
- g) Applicant shall be required to present a license to serve alcohol as a condition for the effectiveness of any usage agreement involving the serving of alcohol.
- h) Acceptance of your application will result in grant of a license to the applicant to use All Souls specified facilities on the dates and at the times agreed. Acceptance of your application will convey no grant of tenancy or other ongoing right of use.
- i) Applicant shall adhere to all terms of the Information for Organizers sheet which is attached here and made a part of this usage agreement.
- j) Applicant shall be responsible for ensuring that all attendees at its event in the All Souls facility conduct themselves in accordance with these terms and conditions of use.
- k) Applicant shall leave the facilities after its use in the same order it found them. Applicant shall be responsible for compensating All Souls for any damage or destruction of the facilities or of any personal property therein. Failure of applicant to fulfill the attached Post-Event Checklist may result in assessment of additional fees to cover janitorial and utility services.

Information For Your Event

Organizations are responsible for their own set-up, take-down, and clean-up. All Souls may furnish organizations with loaned property, including tables and chairs. This must be arranged at the time of scheduling. Organizations are responsible for safeguarding and securing any and all property and equipment used for events. All items shall be returned in working order upon conclusion of event. All Souls reserves the right to request/require additional forms and insurance and to impose fines and fees to cover replacement and repair of damaged, lost, or destroyed items. Damaged property should be reported to the Parish Administrator within 48 hours.

Food, Drinks, and Catering: Yes _____ No _____

If YES, describe (include caterer’s name and contact information): _____

Will alcohol be served? Yes _____ No _____ *Provision of alcohol to under-aged persons is forbidden. Caterers serving alcohol must provide a copy of their up to date certifications, proof of insurance, and license to do so. Non-alcoholic beverages must be conveniently displayed and available. Alcohol may not be sold. Note: All Souls does not provide food or beverages. Access to kitchen facilities is not automatically included with reservation of a room. Permission to use alcoholic beverages in parish buildings, facilities, and grounds shall be obtained at the time of scheduling and in advance of any meeting or event. All Souls may request/require additional information or security to be provided for events requiring catering. See “Post-Event Checklist” for additional guidance.*

Photography: _____ Yes _____ No _____

Note: All Souls permits organizations to take photographs of the church’s building, facilities, and grounds for non-commercial purposes. Notify All Souls at the time of scheduling, if event requires the installation and use of equipment (e.g., lights, tripods, racks, shelving, and scaffolding). In such cases, All Souls may require additional forms and insurance and/or a deposit.

Amplifiers: Yes _____ No _____

Information for Organizers *(Alphabetically)*

Animals. Unless otherwise agreed upon at the time of scheduling, All Souls prohibits pets from parish buildings, facilities, and grounds.

All Souls is committed to providing an accessible and welcoming space to all, including those with disabilities. Therefore, service animals under the control of a handler are always permitted in parish buildings, facilities, and grounds.

Bicycles. Bicycles may not be brought into building(s), and must not obstruct entryways. Two bike racks are available in the parking lot.

Commerce. All Souls prohibits use of buildings, facilities, and grounds by for-profit and other commercial entities and where charges or other costs incurred by attendees constitute what is essentially a commercial transaction. All Souls' policy is to give preference in the use of space to non-profit groups that share the church's mission and/or are engaged in self-help or community enhancement activities. All Souls reserves the right to waive fees for any reason for any group at our sole discretion.

Custodial and Cleaning Fees. *See schedule of fees.* All Souls reserves the right to charge fees and charges for overtime compensation for events involving parish staff beyond their normal working hours and for events held outside of the church's normal, official hours of operations, including fees for cleaning and time spent preparing facilities and grounds for church services.

Entry and Exit. In general, organizations using All Souls are advised to keep outside security doors locked at all times. Any group leaving a door unlocked or opening a door by remote buzzer without first verifying the identity of the person seeking entry to ensure that person warrants entry is fully responsible for whomever they allow into the building, to include paying for any damage caused by individuals they allow into the building. Organizations responsible for individuals who misbehave on the premises may be warned for the first infraction, fined for the second, and expelled for the third infraction. There will be no entry into the church nave or sanctuary without authorization.

Environment. All Souls places high value on stewardship of the environment. We ask that organizations using our facility consciously minimize the use of electricity, gas, and water. Recyclable waste should be placed in the containers available for recyclables. DC prohibits use of Styrofoam products and none should be brought on premises. All trash and recyclables are to be bagged and deposited in trash bins located in the SW corner of the parking lot.

Firearms and incendiary devices are prohibited.

Hazardous Materials. All Souls prohibits the use in parish buildings, facilities, and grounds of open-flame devices or equipment, open fires, charcoal grills, burners, heaters, braziers, lamps, or any and all equipment and machinery that utilize gas, propane, wood, lighter fluid, and other chemicals and agents deemed by All Souls to be hazardous.

- (a) **Tobacco and Smoking.** All Souls prohibits smoking inside parish buildings and facilities (i.e., in all interior spaces). This prohibition extends to tobacco, smokeless tobacco, and other substances regardless of the method of delivery (e.g., pipes, cigars, cigarettes, chewable tobacco, and e-cigarettes). Smoking is

also prohibited near any entrance or exit door. Smokers should take extra care in extinguishing materials and dispose of them in proper receptacles.

- (b) Flammables and Open Fire. All Souls prohibits flammable materials and open flames and fires, including candles, smoking paraphernalia, incense, and other materials that may place parish facilities at risk. Organization shall notify All Souls at the time of scheduling if event involves the use of candles or other requisites used for religious or ceremonial observances. In such cases, All Souls may require additional forms and insurance from organizations using All Souls facilities. This prohibition does apply to small decorative candles or to items incidental to a catering service (e.g., votive candles, sterno).

Hours of Operation. The normal, official business day for All Souls is 8:00 a.m. to 4:00 p.m. (ET), Monday through Friday, with the exception of federal holidays and other closures.

The parish office will be closed on all federal holidays and presidential events, including inaugurations and funerals. In addition, the All Souls office may close when the U.S. Office of Personnel Management announces a closure of federal offices in the Washington D.C. area in the event of emergency situations, adverse weather conditions, natural disasters, or other incidents causing disruption. The federal government operating status can be found at <http://opm.gov/status>.

Illegal Activities. Persons and organizations using All Souls facilities are expected to conduct themselves to standards of good citizenship. Illegal activities, including possession and usage of illegal drugs on church property is absolutely prohibited and constitutes termination of this agreement. Any violation will be immediately reported to the police.

Keys and Access Codes. All Souls shall provide organizations with temporary access codes for use as agreed upon. Entry codes shall not be shared beyond stipulations outlined in each use agreement. Doors with access codes may be unlocked by entering the access code followed by the pound (“#”) sign and relocked by reentering the access code backwards followed by the pound (“#”) sign. Note organization responsibilities stated above in the Entry and Access paragraph with respect to leaving doors unlocked. In most cases, keys will not be required but, if they are, organizations shall return keys after each event as instructed at the time of scheduling. All Souls reserves the right to impose a refundable key deposit at the time of scheduling. Lost keys shall result total reimbursement equal to the cost of key replacement and associated costs, as well as total replacement of all parish locks and keys if deemed necessary by All Souls. All Souls prohibits the use and distribution of access codes and any issued keys by any persons other those agreed upon and specified.

Losses and Damage. Organizations making application to use All Souls facilities and grounds shall be solely responsible for any loss or injury by or to participants. Organizations shall bear responsibility for any loss or damage to property resulting from their use or resulting from failure to maintain the building’s security. All Souls shall be held blameless in any instance of possible injury or loss to any participant of any group using All Souls facilities.

Minors. Organizations shall notify All Souls if an event involves the presence and participation of minors and children. Events involving the presence and participation of individuals under the age of 21 shall have on-site at least two representatives of the sponsoring organization or individual serving as chaperones (i.e., responsible parties) at all times.

Noise: Organizations using the parish buildings, grounds, and facilities are encouraged to keep noise at a minimum. Usage of the parish grounds and facilities is reserved for normal and customary use. Street fairs and other public or semi-public events are prohibited.

Parking. There are approximately 15 legal parking spaces in All Souls' lot. Any vehicle parked in the alley behind the church is likely to be ticketed and towed. There is street parking on Woodley Place and Cathedral Avenue. We ask that anyone attending a church function strictly respect no parking zones as a matter of courtesy to our neighbors. Street parking is limited to two (2) hours unless your car displays the appropriate neighborhood parking pass. All Souls is not liable for parking tickets incurred while using church facilities.

Privacy. All Souls will attempt to ensure the privacy of the use of space to the extent possible.

Safety. An Automated External Defibrillator is located at the top of the stairs leading from the Undercroft to the Administration wing. Fire alarms are located near exits. Fire extinguishers are prominently located. Call 911 for emergency assistance.

Signage and Sponsorship. No signs, notices, flags or other symbols may be posted outside All Souls or in church facilities and grounds without the express prior written permission of the Rector and Warden of All Souls or their designee(s). There will be no media invited into All Souls without the express prior permission of the Rector or Wardens of All Souls or their designee(s). Any advertisements and other materials concerning an organization's event shall not imply or state endorsement on the part of All Souls. Any mail of applicant using All Souls as a mailing address and received at the church will be returned to the Post Office.

Applicant's Initial _____

Post-Event Checklist

All Souls requires that all rooms be left in the same condition in which they were found. Organizers are therefore asked to complete the following steps as applicable to prevent additional fees to cover staff time and damages. Please complete, sign and place this checklist in the Parish Administrator’s mailbox upon completion.

_____ Turn out lights. Note: the kitchen lights are on a timer and some lights remain on for security.

_____ Sweep floors (using brooms/mops found in the kitchen or janitor’s closet near the elevator).

_____ Separate trash and paper according to DC Government regulations and place it in the appropriate receptacles located in the SW corner of the parking lot. Recyclable materials should be placed in recycle bins. Place trash in bins. Bin lids must be closed in accordance with DC sanitation regulations. No trash is to be left on the ground; any excess bags must be taken away by the renting organization. Caterers are expected to remove trash from premises.

_____ In general, no food brought by organizers should be left behind. If the organizers would like to donate leftover food items to All Souls, please discuss this possibility with the parish office in advance.

_____ Clean/wipe down kitchen surfaces. Wash and put away any loaned and used dishes and serving ware.

_____ Wipe down tables, return tables and chairs to folded position, and stack as instructed.

_____ Return washrooms to pre-event condition.

_____ If window air conditioners are used, please turn them off when leaving.

_____ Return kneeling pads, hymnals, and prayer books in pews to their pre-event status.

_____ Clean up any other visible messes caused by the event.

_____ Lock doors.

_____ Return keys to designed points-of-contact and within timelines as instructed.

Name of Applicant: _____

Signed: _____

Date: _____

Schedule of Fees

Contributions for a single use are to be paid prior to the beginning of the event. Contributions for regularly scheduled use of spaces are to be paid monthly in advance. Contributions for long-term, regular use of facilities may be negotiated on a case-by-case basis.

Please make payment by check, payable to *All Souls Memorial Episcopal Church*. Indicate on the check the name of the group, room assigned, and the specific period of payment the check represents. Please contact the parish office to arrange payment by credit card. If cash is used for payment instead, please put it in an envelope with the group's name, date the payment is for, and the amount of cash being paid, and deliver it in person to the Parish office.

\$200.....	Basic Rental (Undercroft w/ Tables, Chairs, Podium) Microphone? Projector?
\$550.....	Nave/Sanctuary (includes entryways)
\$100.....	Single Meeting Room (specify)
\$100.....	Kitchen*
\$50.....	Use of Utensils (Cutlery, Plates, Glasses)**
\$25.....	Use of coffee pots and cups (organization provides their own coffee)
\$500.....	Photography/Installed Equipment (e.g., lights, tripods, racks, shelving, and scaffolding).
\$.....	Deposits and/or Fees (e.g., custodial or cleaning fees)

Organizations are responsible for safeguarding and securing any and all loaned property and equipment provided for use in events. All items shall be returned in working order upon conclusion of event.

**All Souls does not provide food, beverages, or access to kitchen facilities unless agreed upon. The kitchen fee covers the use of cooking utensils, stove, ovens, and refrigerator. It does not cover the use of regular or disposable plates, silverware, cups, glasses, or napkins. Organizations and caterers should know that All Souls kitchen is not a commercial kitchen; usage of the kitchen is confined to customary, routine use.*

*** Organizations serving food or drink shall provide their own utensils or arrange for loaned items at the time of booking. Utensil fee covers the use of non-disposable plates, silverware, cups, and glasses.*

All Souls reserves the right to request/require additional forms and insurance and to impose fines and fees to cover replacement and repair of damaged, lost, or destroyed items.

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Member Addendum

Animals: Pets under the control of their owners may be permitted in the building, facilities, and grounds during parish-sponsored events —with the exception of the kitchen or other food preparation areas. However, pets are not permitted at events organized by outside groups. Service animals under the control of their handlers are always permitted.

Fees: Fees for the use of the parish building, facilities, or grounds will be waived for weddings or funerals of parish members or their close family. Fees for other member events may be waived at the discretion of the Rector or Wardens. Events organized by a member on behalf of an outside organization will be subject to the standard fee schedule.

Hazardous Materials: Open flame grills and burners may be used if placed at least 10 feet away from any building and on a non-combustible surface per District of Columbia Fire Code.