

**CHRIST CHURCH EPISCOPAL
BUILDING AND FACILITIES USE
TERMS AND CONDITIONS-NOT FOR PROFIT GROUPS**

PROCEDURES FOR FACILITIES USE SCHEDULING

Any community not for profit organization (“the Group”) seeking to use the Christ Church Episcopal (“Christ Church”) facilities must complete the on line request form and return it to the Christ Church office no more than 3 months prior to the event and at least 3 weeks prior to the event.

EVENT SETUP

The Group will make arrangements with Christ Church’s Director of Parish Operations for access to the facility for the event or meeting. The Director of Parish Operations is available during business hours, 9:00 am to 5:00 pm Monday through Friday.

Based on availability, Christ Church will provide setup of chairs and tables for events. The Group will be responsible for all other setup for their event. Nothing is to be nailed, tacked, stapled to, or otherwise leave a permanent mark upon, any surface in any room. If additional equipment is to be brought into the facility, it should be noted on the application so that Christ Church may assess any potential risk for damage or liability.

EVENT CLEANUP AND CLOSING

The Group will be responsible for cleaning up the rented facilities, restoring them to the condition they were in at the Group's arrival. Floors must be swept/cleaned, tables and chairs returned to their storage places, left over food and beverages removed, trash bags removed, etc. All faucets must be checked to make sure they are turned off (specifically those in the restrooms). All electrical appliances must be unplugged, cleaned and put away.

Upon leaving, the Group must make sure all members of the attending event have left the building, all windows are closed and locked, all light switches are checked and turned off, and all exterior doors are locked. Any damage must be noted and reported to the Director of Parish Operations on the first business day following the event.

RESPONSIBILITY FOR DAMAGE

The Group using the facility will be responsible for any damage to the facility that occurs during the event by attendees. If necessary, a designated, responsible person from the Group may arrange for an inspection to establish the condition of the appropriate facility before the event and one after the event to verify that no damage has occurred during the event. Costs for damages will first be deducted and paid to Christ Church from the cleaning deposit paid by the Group. If damages exceed the amount of the cleaning deposit, the Group agrees to pay the balance to Christ Church within ten days of demand by Christ Church.

SUPERVISION & BEHAVIOR ON CHURCH PROPERTY AND IN CHURCH FACILITIES

Behavior by those attending an event on Christ Church property should be appropriate to the nature and mission of the Church. In the event that the Group using the facilities will be primarily made up of attendees under the age of 18, the Group is responsible to ensure that children are supervised at all times and a reasonable number of adults are present to provide supervision to the minors at the event.

Additionally, Christ Church is a neighbor to the people who reside in the area and it is important to keep our neighbors' privacy and presence in mind during all events. Members of the Group using the facilities should not linger outside the premises prior to, during and after the use of the buildings. Inappropriate noise should be avoided and care taken to ensure that the neighbors are not disturbed by any unnecessary noise after 8:00 pm.

RESTRICTION OF ACCESS TO OTHER AREAS

The Group using the facilities must stay in the agreed upon areas of the facility. Event attendees will not wander on the Christ Church grounds or enter any buildings or rooms other than the reserved room(s) and any specified rest rooms. Also, no animals except aid or guide animals are allowed in the buildings.

ALCOHOL POLICY

Christ Church does not allow the serving or use of alcoholic beverages on the Church campus at any event.

SMOKING POLICY

No smoking is allowed in any part of any building on the Christ Church premises.

TERMINATION POLICY

Christ Church reserves the right to terminate any Building and Facilities Use agreement at any time, at its discretion. If an event is involved, the Church will notify the responsible Group representative as far ahead of the scheduled event as is possible but will attempt to give at least 30 days advance notice.

INSURANCE REQUIREMENTS

Any Group using the facility will agree to maintain liability insurance in an adequate amount for the protection of the Group's organization, its officers and members against the claims of anyone who charges that Group's organization, its officers or members. The Group's organization, its officers and members assume legal responsibility for damages suffered by the claimant at the Christ Church premises and/or damage done to the Christ Church premises during or as a result of the Group's event.

The Group will obtain a copy of their Certificate of Liability Insurance naming Christ Church as an additional insured for liability for coverage level as determined by Christ Church. The Group will deliver this Certificate to the Christ Church Director of Parish Operations at least 1 week prior to the date of the event.

INDEMNIFICATION/NON-AFFILIATION

For being allowed to use and while using the premises and facilities of Christ Church's property, the Group agrees to indemnify and hold harmless Christ Church and its officers, agents and employees from and against all claims, damages and expenses, including reasonable attorney's fees arising out of or connected with the Group's presence upon or use of Christ Church's premises or by the Group's officers, employees, members, agents, clients, and visitors. In no event shall the Group indemnify Christ Church for any claims, damages or exposures arising in whole or in part from the negligence or willful misconduct of Christ Church, its employees or agents. The Group's representative must warrant that he/she does represent the Group or organization arranging for use of the building and is authorized to make agreements.

I, as an authorized representative for _____, have read the above terms and conditions and agree to abide by them when using the Christ Church facility.

Name: _____ Date _____

Title: _____

Event Name: _____ Event Date: _____

Location: _____ Usage fee _____ Cleaning Deposit _____