

**CHRIST CHURCH EPISCOPAL
BUILDING AND FACILITIES USE
TERMS AND CONDITIONS-MEMBER USAGE**

FEES FOR BUILDING USE

The following fee structure will be in effect as of December 1, 2014.

Description	Rooms	Rent \$/Hour	Security/ Cleaning Deposit
Large Conference Room	Library, Parlor, Room 202 of the Ed. Building, GCC conference room.	\$15.00	\$50.00
Small Conference Room	Room 204 of the Ed. Building	\$10.00	\$25.00
GCC Café	GCC Café	\$15.00	\$50.00
GCC Main Room	GCC Main Room	\$40.00	\$100.00

Usage fee and security/cleaning deposits must be made at the time of scheduling the event. Deposits will be refunded upon approval of the Director of Parish Operations, after it has been determined that the facilities were left clean, in good condition and without damage

EVENT SETUP

The member will make arrangements with the 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 member will be responsible for all other setup for their event. Nothing is to be nailed, tacked or stapled to any surface in any room. If additional equipment is to be brought into the facility, it should be noted on the application so that the Church may assess any potential risk for damage or liability.

EVENT CLEANUP AND CLOSING

The member 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 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, make sure all members of the attending member have left the building, all windows are closed and locked, all light switches checked and turned off, and all exterior doors 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 member using the facility will be responsible for any damage to the facility that occurs during the event by attendees. If necessary, the member 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.

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 member using the facilities will be primarily made up of attendees under the age of 18, the member 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, the church is a neighbor to the people who reside in the area and must 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 member using the facilities must stay in the agreed upon areas of the facility. Event attendees will not wander on the CCE 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 Episcopal 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 use agreement at any time, at its discretion. If an event is involved, the Church will notify the responsible member representative as far ahead of the scheduled event as is possible but will attempt to give at least 30 days advance notice.

I have read the above terms and conditions and agree to abide by them when using the Christ Church facility for my private event.

Name: _____ Date _____

Event: _____ Date: _____

Location: _____ Usage Fee _____ Cleaning Deposit _____