

CHRIST EPISCOPAL CHURCH

8951 Courthouse Road • Spotsylvania, VA 22553 • 540-582-5033
www.christchurchspotsy.com

Application and Facility Use Agreement

The agreement for use of the All Saints Hall (ASH) facilities is made and entered into this _____ day of _____ by and between Christ Episcopal Church, hereinafter called "Church," and

_____ hereinafter called "Renter."

Date(s) requested: _____

Rooms to be used: _____

Event/Purpose: _____

Hours of use (setup, decorating, and takedown): from _____ am/pm to _____ am/pm

Actual time of the event: from _____ am/pm to _____ am/pm

Anticipated number of attendees (120 maximum): _____

Will alcohol be served? Yes _____ No _____ (Permission will be required from the Church for alcohol use and a special ABC license is required. See paragraph #5 below)

Do you need Wi-Fi? _____

Event sponsor(s):

Name(s):

Address: _____

Telephone: _____ Fax: _____

Email:

The parties agree as follows:

1. FEES

Hall Rental: 8 hours \$500 with Kitchen \$600
Events beyond 8 hours will be charged an additional rental fee of \$50/hour.
Security deposit: \$100, with alcohol, \$300.

4 hours \$250 with Kitchen \$350
Security deposit: \$50, with alcohol, \$150.

After the event, the Hall must be broom clean, with any trash bagged and placed in the appropriate containers in the kitchen and the hall.

Room rental for changing during the event is \$25.

Room rental for meetings: \$25 per hour per room
A refundable security deposit of \$25 will be charged for meeting use only. Each additional 15 minutes of meeting time will be charged as an hour.

All rental money must be paid by cash, check, or money order, payable to Christ Episcopal Church. A down payment of one-half of the rental fee must be included with the application (page 1 of this document) to secure the reservation. The second half of the rental fee, along with the security deposit, proof of ABC license and liability insurance, if applicable, will be due two weeks prior to the event. The security deposit will be refunded after the event, provided all terms of the agreement are met.

Initial _____

Kitchen Rental includes use of two stoves, ice machine and one refrigerator, plus pots and pans, miscellaneous cookware, coffee maker and urns. After use, the kitchen must be broom clean, with all trash bagged and placed in the proper receptacles. Stoves and counters must be wiped down. Pots and pans and cooking utensils are to be washed and put away. The refrigerator is to be emptied and clean of any spills.

A cleaning fee of \$25 per hour will be deducted from the security deposit for any cleaning not completed by the Renter. The Renter is responsible for and must pay for any cleaning costs and damages above the amount of the security deposit.

Initial _____

2. CANCELLATION: If the Renter cancels the contract prior to two weeks before the event, the deposit, minus a cancellation/processing fee of \$50, will be refunded to Renter. If notice of cancellation is received less than two weeks but no later than one week before the event, the Renter will receive a refund of 50% of the rental fee. There will be no refund if cancellation is received less than one week prior to the event.

Initial _____

3. RENTAL REQUIREMENT: Renter shall file with the Church representative a full and detailed outline of all the event's specifics and other information as may be required at the time of final payment. Decorating and set-up are expected to be done on the same day as the event. All events shall end by 10:00 pm. If the Hall is not cleared and cleaned by 10 pm, a surcharge will be assessed and deducted from the security deposit.
Initial_____

4. LICENSES/LAWS: Renter shall obtain all permits or licenses required by law, ordinance or city rules or regulations.
Initial_____

5. ALCOHOLIC BEVERAGES: Alcohol may be served only by special permission from Christ Episcopal Church and with an ABC special license. All alcohol must be consumed within the Hall itself and is not permitted in other areas of the facility, on the grounds or in the parking areas. ABC licenses may be obtained through an ABC store or online.
Initial_____

6. SECURITY: A Church representative will open and close the building and be on call for serious problems or emergencies that may arise during the event. There are cameras and motion sensors in the building and the event may be monitored during the rental time.
Initial_____

7. SAFETY: It will be the responsibility of the Renter to follow all applicable local, state and general safety rules and regulations and to maintain safe working conditions. Children must be supervised at all times.
Initial_____

8. OCCUPANCY: Due to city fire code regulations, occupancy of the Hall is limited to 120 people. Only certified service and therapy animals are allowed. No pets (including emotional support pets) and no exotic animals are permitted.
Initial_____

9. EQUIPMENT/SETUP/TAKE DOWN:

- There are 20 rectangular tables with chairs included in the rental fee. They must be set up, taken down and returned to their original location by the Renter or the caterers. Church personnel are not available to perform this task.
- The following are NOT permitted at rental events: nails, tape (except painters tape), staples, or anything that will damage or mar walls; fireworks; and anything thrown such as rice.
- Any open flames are to be controlled at all times, e.g. glass globes over candles, Sterno cans in appropriate holders.
- The Church representative must approve all materials used for decorative purposes.
- Loading and unloading of rental equipment, catering and other items brought to the facility must be approved by a Church representative.
- Vehicles must be parked in the church parking lot and not on the grass.

- Renter may not move or rearrange church property except tables and chairs. Initial_____

10. CATERING: Arrangements for food, beverages, extra tables and chairs, and all other equipment are the responsibility of the Renter. Goods may be stored in the refrigerator on the day of the event only. Initial_____

11. DAMAGE: Any damage resulting from the use of the facility or equipment of the facility shall be paid by the Renter. The Renter agrees to take the utmost care not to damage any of the facilities. The Church will not be liable to the Renter, its guests, agents, performers, or employees for any loss of personal property. The Renter is responsible for the behavior of guests while they are on the premises. There will be a mandatory walk-through prior to and after the event to determine the condition of the facility. If extraordinary cleaning is required, such as picking up trash in the Hall or an extraordinary mess anywhere in the rented area, the fee for the custodian will be deducted from the security deposit. If everything is in order, the deposit will be returned to the Renter within one week of the event. Initial_____

12. ACCESSIBILITY: Restrooms and facilities are accessible to wheelchair users, and an elevator provides accessibility to changing and meeting rooms and the Hall. Initial_____

13. SMOKING: Smoking is not permitted in the buildings. If smoking outside, please use the cigarette butt receptacles. Initial_____

14. CLEAN-UP REQUIREMENTS: The Renter is expected to remove anything brought into the facility, including food, paper items, decorations, etc. Trash is to be deposited in the receptacles provided in the kitchen and hall. The rental fee includes a cleaning fee for our custodian to clean the building for two hours, which represents the normal time requirement for cleaning the facility after a standard event. If the condition of the premises after the scheduled event requires janitorial services of more than the time allotted, the Renter agrees to pay the additional rate of \$25/hour for the services required in excess of two hours. Initial_____

15. STORAGE: The Church cannot act as a custodian of any equipment or property delivered to the facility prior to the event and shall not be liable for any loss or damage to such property. Notify rental businesses and/or caterers of your contracted times to set up delivery and pickup times. All materials and equipment must be removed on the same day the event takes place. No items may be left overnight. Initial_____

16. REVOCATION OF PERMIT: The premises are not to be used for any purpose that is inconsistent with the mission of Christ Episcopal Church and its standing as a Christian organization. The rental permit is subject to revocation at any time at the discretion of the Church or its designee. Such discretion shall be controlled solely by consideration of the best interests of the Church, which may include but are not limited to violation or breach of any Episcopal or Diocesan regulations, federal, state or city law, ordinance, rule, regulation, court decree or any condition of this permit.

Initial_____

17. LIABILITY: Renter agrees to indemnify, defend, and hold the Church harmless from all liability, damages, costs and expenses in connection with all claims, actions or causes of action for injury, death or property damage arising from or out of the use and occupancy of the facility. The Church does not accept responsibility for any injuries that may occur.

Initial_____

We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) that may be attached hereto.

Christ Episcopal Church, Title

Date

Renter/Title

Date