

ATTACHMENT B

Application (Page 1 of 2 Pages)

This Application also Includes: Appendix A (Donation Guidelines); Appendix B (Campus Use Policy and Procedures; and Appendix C (Sanctuary Special Provisions)

ALL SAINTS EPISCOPAL CHURCH CAMPUS USE APPLICATION

Name of User Representative: _____

Organization: _____

Affiliation with All Saints: _____

Address: _____

Telephones: Primary: _____ Text Y N Alternate: _____ Text Y N

Facilities Requested:

- PARISH HALL UPPER LEVEL: LARGE ROOM LOUNGE (and restrooms)
- PARISH HALL LOWER LEVEL: LARGE LOWER ROOM (and restrooms)
- KITCHEN
- SANCTUARY (and access to Parish Hall Upper Level restrooms)
- GROUNDS (Specify: _____)

Requested times of use (including preparation and clean-up time:

Date: _____ From: _____ to _____

Date: _____ From: _____ to _____

Purpose of Use: _____

Number of Attendees Expected: _____

(Maximums are: 115 for large lower room of Parish Hall; _____ Lower Level of Parish Hall; _____ Sanctuary)

Number of Tables Needed: _____ Number of Chairs Needed : _____

Other Needs: _____

Alcoholic Beverages to be served: Yes (Requires additional security deposit & user's liquor license compliance)

Type: Wine Beer Champagne Other (Specify: _____)

No

UNDERSTANDINGS:

- Users are responsible for the behavior of their guests and agree to indemnify All Saints Church for any damage to property or personal injury arising from use.

- The Church is not responsible for theft or damage to personal property.

Suggested Donations in lieu of fees are for 12 consecutive hour increments (including prep and clean-up), or any portion of A 12-hour period. Uses on separate days constitute separate use-increments.)

- Deposits will be refunded after inspection of the areas used, *if* the area is in as good or better condition as when made available to the user. If not, the entire deposit will be retained by All Saints. If damage or cleaning required exceeds the value of the deposit, the user agrees to pay the additional costs.

- The area requested will, if available, be reserved for the requester upon signature on this application and receipt of donation and deposit until the requester is informed of approval or disapproval by return of this application countersigned on page 2 by the Church representative. The agreement for use is effective upon approval by the Church representative.

I have read the above and the accompanying Appendices noted above and will comply with them.

I have also indicated our offered donation, security deposits and fees on page 2.

Printed Name: _____ Signature: _____ Date: _____

All Saints Episcopal Church Campus Application Continued:

User-Offered Donation for this Use (See Appendix A, Suggested Donations)

Category of User: _____

Facility-based Donations:

Facility: _____; Number of 12-hour or less increments _____; Facility Total _____

Facility: _____; Number of 12-hour or less increments _____; Facility Total _____

Facility: _____; Number of 12-hour or less increments _____; Facility Total _____

Kitchen Use: _____ (Use on more than one day constitutes additional kitchen uses.)

Security Deposit: _____ (Based on half of Basic donation)

Additional Alcohol-based Security Deposit: _____ (An *additional* half of Basic donation)

Optional Cleaning Fees: _____

Total: _____ (Total of Donations, Security Deposits and Cleaning Fee)

(Payment may be made by check, cash, debit or credit card.)

Payment of Donation and Security Deposit accompanies this Application. A full refund will be made if the application is not approved, or if the event is cancelled by the Applicant 14 or more days before the first scheduled day of use, or if application approval is withdrawn at any time by the Church. A half-refund and refund of security deposit(s) will be made if the event is cancelled by the Applicant less than 14 days before the first day of use, but not less than 4 before the first scheduled day of use. If cancelled by Applicant less than 4 days before the first scheduled day of use only security deposits will be refunded.

Initials of Applicant: _____

Approval Signature of Church Representative : _____

Date: _____

Printed Name: _____

Email: _____

Phone: _____

Special Conditions applicable to this use:

Initials by User Acknowledging Conditions: _____

Orientation On First Day of Use:

Date: _____

Notes:

Church Representative /S/: _____

User /S/: _____

Inspection After Use:

Date: _____

Church Representative determination: Security deposit will be refunded will not be refunded.

Notes:

Church Representative:

Signature: _____

Action by Church Treasurer:

Deposit refunded: _____ Date _____

By: _____

Deposit Forfeited and Letter sent: _____ Date: _____

By: _____

ATTACHMENT B1

ALL SAINTS EPISCOPAL CHURCH

Campus Use Policy and Procedure

General Policy

All Saints campus is dedicated to God and for the betterment and enjoyment of His people. We ask that this be respected.

The accompanying application is part of these procedures. While every reasonable effort will be made by the Parish to adhere to a use agreement, the Vestry reserves the right to modify, cancel or change any agreement for any reason. Where appropriate a refund will be made.

Requests for Campus Use

Individuals and organizations must submit a completed application which will ordinarily be acted upon in the order of Payment is part of a completed application and if an application is not approved, will be refunded.

In the event of multiple requests for use on the same date coincidentally received, the following priority will apply: All Saints Parish activities; activities sponsored by All Saints; functions of All Saints parishioners; community service organizations; other local organizations; social functions of non-parishioners.

All Saints Vestry reserves the sole discretion to disapprove any application that may not be consistent with the values of the Church, but otherwise applications will be considered without prejudice or bias of any kind.

All uses of the Parish Hall will be noted on the Parish Calendar. Only the Campus Use Manager or the Parish Secretary may enter pending or approved applications on the calendar; this will be done as soon as the completed paid application is received, and removed if approval is not granted. Completed requests for use with appropriate payment may be approved by the Church representative if they are consistent with prior Church policy.

Approval will be made using the portions of the Application provided for that purpose, including any special conditions.

A designated representative of the Church will inspect the areas used immediately following use, determine their condition, whether the Security Deposit should be refunded, annotate the Application to that effect, forward a copy to the Treasurer for appropriate action and file the original in the Parish Office. Determinations by the designated representative will be final unless a request for review is submitted by the user to the Vestry through the Treasurer; in that case, the Vestry decision will control.

The Treasurer will refund security deposits to the user upon receipt of a copy of the Agreement indicating refund is appropriate. Security deposits that are forfeited will be deposited to the operational funds of the

Parish and be available for required cleaning and repairs. The Treasurer will send a letter to the user advising of the forfeiture.

Payment may be made by check, cash, debit or credit card. The Campus Manager may authorize special payment arrangements and negotiate acceptable donation amounts regarding unusual use agreements.

User Responsibilities

All Church buildings and entrances are no-smoking areas; users will ensure that this is respected by all their guests.

Users agree that they and their guests will comply with procedures and all applicable laws. Users agree that they are responsible for the conduct of their guests and will indemnify the Church for any damage to property or personal injury arising from their use of Church property. Signing the Application represents to the Church that users are covered by insurance to meet this potential liability.

When appropriate, a user-designated representative will be provided a key and will return it to the Church representative.

Users will ensure that all event participants leave the building(s) after the event. They will turn off all lights and close/lock all windows and doors.

Users may ONLY adjust thermostats regulating the heating and cooling equipment for a temporary hold.

Children under the age of 18 years must always be chaperoned by an appropriate number of adults. No fewer than two adults must be present when children are present. Running in buildings and roughhousing are prohibited.

Use of the Kitchen & kitchen equipment is restricted to those persons/groups that have requested & received approval.

NOTHING may be attached to the walls or ceilings. Staples, thumbtacks, or any tape are NOT permitted. Furnishings will be reconfigured at the end of the use to the same positions they occupied when the facilities were accepted by the user, unless otherwise agreed in writing. CHAIRS AND TABLES WILL ONLY BE STACKED IN DESIGNATED AREAS.

Users must clean up afterwards and leave all areas used in as good or better condition as received. (Exception: Users may agree to pay an additional cleaning fee, in advance, to cover cleaning of floors and other routine cleaning of surfaces; this cleaning fee does not cover restoration of the kitchen and associated equipment to the same condition as when made available to the user which remains the user's responsibility (with the exception of floor mopping.)

ATTACHMENT B2

Donation Guidelines

(Please total all applicable amounts to determine total recommended donation and security deposit.)

Recommended Donations apply to five “facilities”

- PH Upper Level
- PH Lower Level
- Kitchen
- Sanctuary
- Grounds (not counting parking or other grounds-use normally associated with use of a building)

Recommended Donations approved by Church authorities are listed below. If you believe special considerations may apply to your requested use please advise the Church representative who will determine whether the Campus Use Manager will authorize special arrangements.

Each “facility” has the same suggested donation. If more than one facility is requested, the donations for each area requested are added together. Suggested donations for each facility and required security deposits are:

§ No donations are suggested for sacramental occasions for our parishioners (funerals, weddings, etc.); donations will be accepted if offered but are not expected.

§ Parishioner private occasions, and charitable organization activities: \$200 per 10-hour period or portion

§ All others: \$400 per 12-hour period or portion

§ Kitchen use: \$100 (This is forwarded to the Episcopal Church Women.)

§ Security Deposit: one-half of total donation unless alcohol is being served in which case, equal to total donation.

Calculation Example:

The recommended donation for an individual not affiliated with All Saints using both the Lower and Upper Parish Hall for 12 hours or less, including kitchen, but not serving alcohol: \$800; plus \$100 kitchen fee, with a refundable \$400 security deposit. (If alcohol is being served it would be a \$800 refundable security deposit.)

The Campus-Use Coordinator is authorized to negotiate a different arrangement for special circumstances, and prospective users may propose a reasonable alternative.

Revised & Approved ___ July 2019

ATTACHMENT B3

Sanctuary Special Provisions

PIANO AND ORGAN USE. Permission to use the organ or digital piano must be granted by the Rector or *Director of Music*. Piano should not be moved except by permission from the *Director of Music*. After use, repositioning of the piano to its original location in the Choir Room is required.

CHOIR ROOM USE: The Choir Room may be used as a 'back stage' area. All furnishings must be returned to their designated place following the event. No musical instruments may be used without permission of the Director of Music, including the Rodgers organ and the Yamaha Clavinova. This piano may only be moved with the permission/assistance of the appointed Church representative for this event. All discarded items, such as water bottles and other trash shall be placed in proper receptacles. *The **Sacristy** room is not available for use.*

SANCTUARY SOUND SYSTEM. The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members. No other equipment may be attached to the church sound system without prior approval.

NO ALCOHOL USE ALLOWED IN THE SANCTUARY. Alcohol consumption is not allowed in or around the church building.

RESTROOM USE. If the event is taking place in the sanctuary, the Parish Hall is available for restroom use only unless otherwise approved.

SIGNAGE: Only signage of a temporary nature may be used, and only in the immediate vicinity of the Sanctuary to designate it as the particular venue. Signage may not be attached using any method that can cause any damage to church property. Users are responsible for removing and properly disposing all signage placed on Church property *immediately* following use of the Sanctuary.

ADDITIONAL INFORMATION REQUIRED FOR USE OF THE SANCTUARY:

Describe **in detail** the type of event you would like to bring to our facility:

Will tickets be sold or admission charged for your event? Yes No

If yes, what will be the ticket price or the admission fee? \$ _____

If yes, how will the net proceeds from this event be used?

If the event is a musical performance by a non-profit group and in lieu of an admission fee a free-will offering is to be collected and ____ percent (mutually agreed upon amount) of the monies received shall be donated to All Saints' Music Scholarship Fund.

Initials of User: _____