

St. Thomas Church Facilities Use Policy and Contract Application Form

For the purposes of this agreement, the term Facilities or Church Facilities includes the buildings and their interior spaces, the grounds, and the personal property of St. Thomas Episcopal Church. Church refers to St. Thomas Episcopal Church, Orange, Virginia. Your signature on this contract confirms your agreement to the terms and conditions listed below.

- 1) The person authorized to use Church Facilities is responsible for assuring that all other persons associated with the use herein applied for comply with the terms and conditions set forth below.
- 2) All Facility Users shall conduct themselves and their activities in a manner consistent with the primary use of the Facilities as a place of worship.
- 3) Any person authorized to use Church Facilities agrees to indemnify and hold the Church harmless from all costs, expenses, liabilities, losses, damages, suits, fines, penalties, claims and demands brought by anyone arising from their use of or presence in Church Facilities.
- 4) Church Facility Users shall be responsible for any and all damage or injury to the Facilities or any part thereof occurring during, or as a result of, their use of the Facilities, and shall promptly repair or provide for the repair of the Facilities in a manner acceptable to the Church.
- 5) An authorized user may not change the terms or nature of its use without submitting a new application to the Church for approval containing the modified terms and/or character of use.
- 6) The Church reserves the right to revoke the authority of any person to use Church Facilities at any time and for any reason the Church in its sole discretion shall consider to be appropriate.
- 7) **The Contract Application Form** for use of Church Facilities **is available at the church office** and should be received by the Parish Administrator, at least two weeks before the proposed use/event. Approval of the application requires the signature of two of the three following officers of the Church; the Rector, Senior Warden, Jr. Warden. The applicant will then be notified of the decision.
- 8) Unless specific permission is given to the Applicant during the application process, users of the Parish Hall may not use the Nave, the Choir Room, the Pre-school area on the second floor, the Youth Room below, or other parts of the Facilities. The contact person listed on the application will be responsible for keeping the event contained to the space assigned and for the conduct of those attending the event. The two bathrooms in the hallway behind the altar and the one at the Parish Hall entrance may be used.
- 9) No smoking or use of tobacco products is allowed inside any building located on Church property or in the Churchyard or parking areas.

- 10) No one may distribute, offer, or consume alcoholic beverages in or on Church Facilities without permission of the Rector or Senior Warden of St. Thomas. If alcoholic beverages are served, there must also be an equal or greater amount of non-alcoholic beverages available.
- 11) Other than Service Animals, no pets or other animals may be brought into Church Facilities without the permission of the Rector or Wardens of St. Thomas.
- 12) Users of the Parish Hall may not use the overhead projector unless they receive permission and training by the Rector or Jr. Warden.
- 13) A representative of St. Thomas may be assigned to meet the applicant before use to unlock the doors. This representative may also return at the end to review the condition of the Facilities and to lock the doors.
- 14) Nothing may be applied to the walls and floor of any part of the Church Facilities. This includes tape, tacks, nails, or other adhesive substances.
- 15) Within 48 hours prior to the event, a designated representative of the church will accompany the Applicant on a walkthrough of the facilities, using The Pre/Post Checklist to ensure the church facilities are returned to an “as found” condition at the end of their use. At the conclusion of the event, a second walkthrough will be performed at an appropriate time with the Applicant to verify guidelines have been met. The representative will be the same for both walkthroughs.**
- 16) Users are responsible for setting up and taking down tables and chairs that they use.
- 17) Users must provide their own dishes, cups, and napkins. The coffee maker may be used. Counters must be wiped clean. Bathrooms should be inspected and left clean and tidy.
- 18) The Church reserves the right to charge a custodial fee if the facilities are not returned to their original condition.**
- 19) Church equipment may not be removed from the building without permission from the Wardens or Rector.
- 20) A security deposit may be charged at the time the application is approved. The deposit will be returned, in whole or in part, if not used.
- 21) The piano in the Parish Hall may be used – with respect. Cups, plates, and flowers may not be placed on the piano.
- 22) The pipe organ in the nave is not available for use unless special arrangements are made with the Rector or Wardens and the Director of Music.

Fee Schedule:

- a) There are no fees charged for the use of Church Facilities for St. Thomas Sponsored activities or other Non-Profit Organizations, however, it is hoped that users will make a donation to St. Thomas Church.
- b) For all Personal or “For Profit” organizations, the following fees will apply:

	Security Deposit * (refundable)	Kitchen Use Fee**	Custodial Fee	Base Price Per Hour *** (2 hr min) Facility Use [plus guest count]	Total Number Guests			
					1-20	21-40	41-60	61 +
Church Member hosted Function	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-church member	\$200	\$150	\$100	\$25	\$100	\$200	\$300	\$400

Examples:

- A Church member hosts a one-hour party for 20 family and friends:
 - Security Deposit \$200
- A Non-church member hosts a family reception for 50 people from 5-7 pm:
 - [Security deposit + Base price (4 hrs***) + Guest price]
 - \$200 + \$100 + \$300 = \$600
- A Non-church member hosts a reception, including kitchen use, for 75 people from 2-3 pm:
 - [Security deposit + Kitchen Use + Base price (3 hrs***) + Guest price]
 - \$200 + \$150 + \$75 + \$400 = \$775
- The Security Deposit may be released after the final checklist walkthrough. Any discrepancies will be discussed and reviewed with the vestry.

** A Kitchen Use Fee will apply for the use of the kitchen and kitchen appliances (other than coffee makers).

*** Facility Use Time includes not only the event, but also: opening, setup, and cleanup