

FACILITY USE APPLICATION

St. Mary's Episcopal Church
41 Park Street, Manchester, CT

Effective 1/1/2015

Date of Application: _____

Applicant (name of organization and/or individual responsible for using facility):

Address: _____

Phone: _____

Date of Event: _____ Time of Event (including set-up and clean-up) : _____

Nature of Event: _____

Expected Attendance: _____

Facilities Requested (circle one): Neill Hall or Anderson Hall

Will alcoholic beverages be served? Yes _____ No _____

NOTE: The sale or serving of alcoholic beverages is subject to the approval of the Vestry, and the following conditions are met:

- The bar is operated by a professional, licensed and insured caterer, and
- Certificate of Liability Insurance with an Endorsement naming St. Mary's Episcopal Church as an "Additional Insured" must be provided to St. Mary's Church office **at least seven days** before the scheduled event date.

Church Office Use Only

Is date available? Yes _____ No _____

Vestry Approval (if alcoholic beverages are to be served) Date Approval Given _____

Is applicant a member of St. Mary's? Yes _____ No _____

(Member: One who is baptized, who's giving is a matter of record, and who worships regularly at St. Mary's Church)

Requested minimum donation*: Parish Members \$150 Non-members \$350

* The Rector may reduce or waive donation in the event of extenuating circumstances.

Agreed upon Donation: _____ (Checks payable to St. Mary's Episcopal Church)

Agreed upon Donation & Damage Deposit Due Date: _____

(A damage deposit of \$100 is required and will be returned in full after the event is completed, assuming there is no damage to the premises or contents)

I AGREE TO BE PERSONALLY RESPONSIBLE FOR ALL THE ARRANGEMENTS AND USE OF THE FACILITIES AS NOTED ABOVE, INCLUDING THE DONATION TO ST. MARY'S EPISCOPAL CHURCH. I HAVE ALSO READ AND AGREE TO COMPLY WITH THE GUIDELINES SET FORTH IN THE "FACILITIES USE AGREEMENT".

Signature of person responsible for use of facilities

1/1/2015

FACILITIES USE AGREEMENT
St. Mary's Episcopal Church
41 Park Street, Manchester, CT 06040 – Tel. 860/649-4583

Start date: _____ End date: _____

Time of use: _____

The terms of the Facilities Use Agreement are as follows:

Applicant must file written application with the parish office.

Priority will be given to the parish and parishioners, then to the community on a first come, first served basis.

St. Mary's Episcopal Church reserves the right of refusal.

Applicant agrees to be responsible for and indemnify and hold harmless St. Mary's Episcopal Church, its agents and employees, for any injury or damage caused by the applicant, its members or guests, as a result of the use of the premises.

The number of people in attendance will not exceed the number stated on the application.

The premises will only be used for the function described on facility use application.

The facility use is confined to Neill Hall or Anderson Hall (based on facilities requested on the applications), Kitchen, and Bathrooms only. *Neill Hall maximum capacity is 200; Anderson Hall maximum capacity is 100.*

Function and/or attendees will cause no disturbance to neighbors.

Food and beverage consumption is to be confined to the Neill Hall or Anderson Hall area, unless otherwise arranged.

The sale or serving of alcoholic beverages is prohibited, unless approved by the Vestry, and the bar is operated by a professional, licensed and insured caterer. A Certificate of Liability Insurance and an Endorsement naming St. Mary's Episcopal Church as an "Additional Insured" is to be provided *at least seven days* before the scheduled event if the serving of alcohol is approved. In addition, the insured must provide a copy of the declaration page or prepaid receipt verifying coverage is in force.

All rooms are to be left in good, clean order. No food or beverages are to be left behind in any room or in the kitchen.

All decorations must be removed. Use of nails, push pins or staples or scotch tape to attach decorations to walls is not allowed. Painters tape or other non-damaging tapes are acceptable.

Specific kitchen rules are attached (and posted in the kitchen) and must be followed by approved applicants.

No equipment, furniture, or furnishings will be removed from any St. Mary's Episcopal Church premises.

Damage to church property, must be reported immediately to the church office. Any repair and/or replacement required shall be the sole and exclusive responsibility of the approved applicant. Any repairs and/or payments of money concerning the same shall be performed and/or tendered in a reasonable amount of time. Any damage requiring replacement and/or repair will also result in loss of damage deposit.

St. Mary's Episcopal Church reserves the right to cancel reservations in the event of unexpected circumstances related to primary church operations and functions. A member of St. Mary's Episcopal Church will notify you as soon as possible to reschedule the function.

If the function is open to the public, that applicant will be responsible for providing police supervision as required by and approved by the Town of Manchester Police Department.

Smoking is not permitted in any part of the building.

Parking will be limited to the paved lot only. No parking will be permitted on grassy areas.

The "Kitchen Use" rules are appended and are part of this contract.

IMPORTANT: It is understood that a violation of any of the above will serve as termination of this agreement and the facility use function. Applicant acknowledges receipt of copy of this agreement and agrees to abide by the terms stated herein.

Signature of person approved/responsible for use of facility

Date

Printed name of person approved/responsible for use of facility

For Church Office Use Only: (To be completed by Parish Administrator)

Date application/signed agreement received in Parish Office: _____

Date Donation and Damage Deposit received in Parish Office: _____
(Checks payable to St. Mary's Episcopal Church)

Certificate of Insurance Liability Required: ____ no ____ yes

If yes, date Certificate of Insurance submitted to Parish office: _____

Damage incurred during event: ____ no ____ yes

If yes describe:

If no, date Damage Deposit returned to applicant: _____

Kitchen Use Guidelines

- When using ovens or stovetop, make sure hood fans are turned on.
- DO NOT dispose of food in any of the sinks (facility is not equipped with garbage disposals). Keep floors cleared of any debris at all times (e.g. food, trash, spills of water, etc.) to avoid slip/fall situations.
- All plastic/recycle items should be placed in appropriate (marked) bins. Recyclable plastics and/or cardboard should be placed in smaller dumpster (near church garage). Please flatten all cardboard before placing in the dumpster. DO NOT leave any trash or other items outside of either dumpster.
- All trash must be placed in appropriate trash cans and trash liner bags tied up/closed when event is over. Please place trash in large dumpster (near church garage).
- All counters must be wiped clean immediately following food preparation, and again before leaving.
- No food/beverages should be left in refrigerators or in kitchen after the event.
- All hood fans, ovens and/or stovetops must be turned off before leaving.
- If any utensils, dishes or cooking/food prep pans were used, all must be washed, dried and put back in original location. Sinks must be cleaned and drained before leaving. Make sure all faucets are turned off completely.
- If there were any spills of food in the refrigerators, make sure they are properly cleaned up before leaving.
- Floors must be cleared of any debris and swept before leaving.