

**St. Thomas' Episcopal Church
Bethel, Connecticut**

Facility Use Documents

Statement of Purpose

It is the intention of the Vestry of St. Thomas' Church to use these documents as a guide for allowing use of church properties (buildings and equipment) by third parties.

The requirements for the buildings' use for regular church services, special services (such as wedding and funerals) and the activities of the parish take precedence over the use of facilities by parishioners for personal use or by members of the community as defined therein.

St. Thomas' Church welcomes the opportunity to provide the use of its facilities for approved community groups. Donations will be recommended for certain usages, such donations are intended to cover maintenance and utility expenses, and may be waived at the discretion of the Rector.

The recommended donation for the use of Pople Hall is \$25 per hour for St. Thomas' members and \$75 per hour for non-members.

**St. Thomas' Church
Bethel, Connecticut**

Application for Use of Church Facilities

Today's Date _____

Name _____

Organization _____

Address _____

Phone _____

USE INFORMATION:

Date of Event _____

Time (including set-up and clean-up) _____

Nature of Event _____

Expected Attendance _____

Facilities Requested _____

Additional Equipment Requested _____

Alcoholic Beverages: wine _____ beer _____ (no bar set-ups permitted)

Note: St. Thomas' reserves the right to require personal or professional references when deemed necessary.

References (s) Provided (name) _____

OFFICE TO COMPLETE (Initial _____)

Proof of Liability Insurance _____

Sexton Services Requested _____

Agreed Upon Donation _____ Deposit Requested _____

Donation Due Date _____ Deposit Due Date _____

A Deposit of \$300.00 is required and will be returned in full after event is completed assuming there is no damage to the premises and the agreed-upon hours of use are not exceeded.

I AGREE TO BE PERSONALLY RESPONSIBLE FOR ALL THE ARRANGEMENTS AND USE OF THE FACILITIES AS NOTED ABOVE, INCLUDING THE DONATION TO ST. THOMAS' CHURCH. I HAVE ALSO READ AND AGREE TO COMPLY WITH THE GUIDELINES SET FORTH IN THE "FACILITIES USE CONTRACT, THE HOLD HARMLESS AGREEMENT AND FIRE REGULATIONS".

Signature of person responsible _____

WE HAVE A NO SMOKING POLICY IN OUR BUILDING AND COURTYARD

Checks payable to St. Thomas' Episcopal Church

**St. Thomas' Episcopal Church
Bethel, Connecticut**

Facilities Use Contract

Start date: _____ End date: _____
Time of use: _____

The terms of the Contract are as follows:

Applicant must file written application with the parish office.

Applicant must also submit a signed copy of the "HOLD HARMLESS AGREEMENT."

Priority will be given to the parish and parishioners, then to the community on a first-come, first-served basis. St. Thomas' reserves the right of refusal.

Food and beverage consumption is to be confined to Pople Hall, unless otherwise arranged. initial_____

Wine and beer are the only alcoholic beverages permitted, and only with the specific permission of parish clergy for each event. The sale of alcoholic beverages is not allowed. If beer and/or wine is served, a non-alcoholic beverage must be available to guests as an alternative and displayed as prominently as the beer/wine. initial_____

All approved applicants must obtain certificates of insurance and provide a copy of the declaration page or prepaid receipt.

The Vestry determines donations for use of the facilities, including a deposit when required. Additional donations may be required by the church office for set-up or clean up by the Sexton. initial_____

All rooms are to be left in good order. No food or beverages will be left behind in any room or in the kitchen. All decorations will be removed.

Nothing will be attached in any way to the walls. Nothing will be removed from the walls initial_____

Specific kitchen rules are posted in the kitchen and must be followed by approved applicants. Initial_____

No equipment, furniture, or furnishings will be removed from any St. Thomas' premises. Initial_____

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. initial_____

The agreed upon donation includes 2 hours of set-up time and 1 hour of clean-up time. An additional donation of \$35 per hour will be paid for additional set-up or clean-up time. initial_____

The building use agreement will be cancelled if St. Thomas' does not receive the deposit by its due date. Cancellation will also occur if there are insufficient funds to cover the deposit check. initial_____

St. Thomas' reserves the right to cancel reservations in the event of unexpected circumstances related to primary church operations and functions. St. Thomas' will notify you as soon as possible to reschedule the function. Initial_____

Clean-up must be completed by 12:30 a.m. Sunday for events beginning on Saturday night; and by 1 a.m. for events beginning on other nights. Initial_____

The "Hold Harmless Form" and Fire Regulations are appended and are part of this contract.

Signed this _____ day of _____ 20_____

Signature/St. Thomas' Episcopal Church

Witness

Witness

Signature/Approved Applicant

Witness

Witness

**St. Thomas' Episcopal Church
Bethel, Connecticut**

Hold Harmless Agreement

Date _____

I/WE _____

(hereinafter "The User"), agrees to protect, indemnify, save and keep harmless

**ST. THOMAS' EPISCOPAL CHURCH
its staff and members,
the Episcopal Diocese of Connecticut
and the Bishop**

from and against all claims, liabilities, losses, costs and expenses, including reasonable attorneys' fees, (each of the foregoing being referred to herein as a "Loss") arising out of or attributable to the use of the Premises by the User, its employees, agents or guests, or other persons in any manner related to the User and its use of the Premises, including without limitation and Loss arising out of any injury to persons or property. The User hereby further agrees to provide evidence of insurance with coverage amounts of One Million Dollars (\$1,000,000.00) and to name St. Thomas' as an insured thereon.

By _____

Title _____

Witness _____

**St. Thomas' Episcopal Church
Bethel, Connecticut
FIRE REGULATIONS**

IN CASE OF FIRE CALL 911

All exits must be kept clear. Initial _____

Please note the location of the fire extinguishers and be acquainted with their use. Initial _____

All decorations and acoustical materials including curtains, drapes, cloth and cotton batting, straw vines, leaves trees, moss, evergreens, branches, wreaths, sprays, streamers, etc, must be flame retardant. Initial _____

All crepe paper must be flame retardant. Paper tablecloths must be flame retardant. Initial _____

Only artificial flameproof Christmas trees will be allowed. Indirect lighting must be used. Initial _____

Smoking is not allowed anywhere in the church or in any church building. Initial _____

All lighting or electrical equipment used must meet the standards of a nationally recognized testing laboratory (Underwriter Laboratory) and must be installed in accordance with the National Electrical Code (current edition). Initial _____

Use of lighted candles is not allowed. Initial _____

In case of fire, smoke or the sounding of the fire alarm, the premises must be vacated immediately and the Fire Department called. Initial _____

Helium balloons pose a fire hazard when caught in ceiling fans. All helium balloons must be weighted. Any helium balloon that rises to the ceiling will result in a forfeiture of the deposit. Initial _____