

ALL SAINTS' MEMORIAL CHURCH FACILITIES USE POLICY

Our Mission Statement:

All Saints' Memorial Church is a welcoming multicultural Episcopal congregation that strives to grow in the love of God and respond to the spiritual and human needs of our neighboring communities.

In keeping with this mission, All Saints' Memorial Church welcomes the opportunity to host groups or organizations for meetings or other events whenever possible. We welcome you to All Saints', an urban oasis where good things happen.

General Guidelines:

- 1) Every group or organization must agree to use the church facilities for the event/purpose specified in the agreement.
- 2) The building should be left clean and in its original condition, e.g., trash must be removed from the building, lights turned off, tables broken down and chairs folded and put away. No furniture or other items may be taken from one area and moved to another area of the church buildings. The building cannot be modified in any way. Restrooms should be left clean with water and lights turned off.
- 3) Each outside group or organization is required to complete and deliver to the church office a signed agreement and certificate of insurance as required by the agreement.
- 4) The use of tobacco products, alcoholic beverages, or other drugs is not permitted on church property at any time.
- 5) No foodstuffs or beverages are allowed in the church sanctuary.
- 6) Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement.
- 7) In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined by the church Vestry and shall pay the church for such repair and replacement costs upon demand.
- 8) For children and youth events, adequate adult supervision must be provided.
- 9) Those using All Saints' Memorial Church facilities agree to release, protect, defend, indemnify and hold harmless All Saints' Memorial Church and its Vestry, officers, employees, and members from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, responsible attorney's fees and other legal costs) directly or indirectly arising out of their use of any All Saints' Memorial Church facilities.

Insurance:

Outside groups or organizations expecting more than 20 people must furnish All Saints' with a certificate of comprehensive liability insurance coverage with a combined single limit of not less than \$1,000,000, naming the church as an additional insured party.

Fees:

Fees are determined by the type or organization, number of persons attending, the duration of the event, and staff and utility costs. In determining fees, consideration is given to the mission of the organization in relation to All Saints' mission.

Preliminary Visit:

Feel free to ask for a tour to help you determine whether or not our space can meet your needs, and for us to get to know you.

**FACILITIES USE AGREEMENT
ALL SAINTS' MEMORIAL CHURCH**

Name of Organization/Group _____

Address _____

Telephone Number(s) _____

Contact Person _____

Contact Person Telephone Numbers and Email Address _____

Description of Event _____

Date(s) and Time(s) of Event _____

Number of People Attending _____ **Age Group(s)** _____

Room(s) Being Used _____

Facility Usage Fee _____

The above-named organization or group (1) acknowledges having read and understood the above All Saints' Memorial Church Facilities Use Policy; (2) requests usage of church facilities as indicated above; and (3) accepts, agrees to, and will in all respects fully comply with the All Saints' Memorial Church Facilities Use Policy, and such additional requirements and restrictions to which All Saints' Memorial Church and the above-named group or organization have agreed, as specified in the attached addendum, if applicable.

Date _____ Signature _____

Print Name _____

Title _____

Accepted by All Saints' Memorial Church:

Date _____ Signature _____

Title _____