

ST. FRANCIS EPISCOPAL CHURCH, POTOMAC

Application for One-Time Rental of Parish Facilities

Renter: _____ Phone: _____

Address: _____

Organization: _____

Type of function: _____

Date(s) of use: _____

Hours of use (including set-up): _____

Maximum number attending (**250-person limit**) Adults: _____ Children _____

Specific facility(ies) requested: _____

Parish equipment requested: _____

Fee _____ Security Deposit: \$ _____

Will wine or beer be available? ☐ YES ☐ No

My authorized signature below confirms that renter, and its organization (if any), assumes full liability for all damages and injuries resulting from the rental of this facility, and further, agrees to hold St. Francis Episcopal Church and its personnel harmless from any such liability.

Accepted by: _____ Date: _____

I certify that I have received and understand the attached regulations governing the use of facilities at St. Francis Episcopal Church, Potomac and that I will be responsible for assuring that regulations are adhered to during the time such facilities are made available for our use. I further agree that a responsible person will be present at all times during such use to ensure that these regulations are enforced.

Authorized Representative for renter

Approved by St. Francis

(Name) (Date)

(Name) (Date)

(Please print name)

(Title)

Key issue date: _____

Key return date: _____

Deposit received date: _____

Deposit refunded date: _____

Amount received: \$ _____

Amount refunded: \$ _____

ST. FRANCIS EPISCOPAL CHURCH, POTOMAC

C-1. POLICY AND PROCEDURES FOR USE OF FACILITIES FOR PARISH PROGRAMS

The parish facilities are home to the ministry and mission of St. Francis Episcopal Church. As such, they are expected to accommodate any and all parish programs for which they are suitable. To protect the parish facilities, and to ensure safe and effective programs, all parish users are expected to respect the guidelines contained in this policy. The member of the congregation who sponsors the event is responsible for carrying out the expectations under this policy. In accordance with canon law, the rector has authority to approve all facilities use.

1. Request for Use. All parish users are expected to submit a Facility Request Form to the parish office to reserve facility space.
2. Available Facilities. Parish programs may use those facilities (generally any that are not reserved for schools' use or otherwise previously scheduled) as designated in the signed agreement. No facilities can be made available for attendance greater than **250 persons**. Those facilities that can be considered for use include the parish hall, the library, the parish undercroft, and the church sanctuary. All rentals must abide by the posted fire code capacity for the selected room.
3. Fee Schedule:

	Fees	
Parish Hall (up to 250 people)	\$1000	
Kincaid Library (20-30 people)	\$750	
Church Undercroft (10-15 people)	\$500	
Kitchen (only if used for full meal prep/cooking)	\$200	
Sanctuary (~250 people)	\$1000	
Staff Coordinator (required for (1) any event outside of office hours (10am-4pm Tu-Fri) or <i>any event with more than fifty guests</i>). Check should be made out directly to the coordinator.	\$400	
Security deposit (returned if facility is left in the same condition it is found and requires no extra cleaning)	\$500	

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4. Event Coordinator. A staff reception coordinator is required for all receptions hosted on site. This person is responsible for communicating with the family, making sure tables are set up, being present to open up caterers, staying on site during the event, and locking up afterwards. The reception coordinator is NOT responsible for cleanup. The check should be made out directly to the person appointed for your event.
5. Hours. Facilities are available to rent between the hours of 9:00 a.m. and 10 pm. Rental fees reserve the space for a four-hour block of time. If the event is scheduled to last more than four hours, additional fees apply. The Facility Request Form will specify the times during which users will have access to the designated facilities.
6. Kitchen Use. The parish hall kitchen is generally available to support cooking and service food that is not for sale to the public. If the kitchen is to be used for preparation of food by a caterer, or for sale to the public, then a County license must be obtained. The additional kitchen fee is not required if the kitchen is only used for staging and serving.
7. Trash. All space and equipment are to be left clean and in good order. Trash is to be put into heavy duty trash bags and deposited (via back building egress only) in the dumpster off the rear parking lot. All indoor and outdoor spaces, including walkways, lawn and parking lot, must be cleared of debris (cups, signs, streamers, balloons, cigarette butts, etc.).
8. Music. If music is used, the sound level should be appropriate to the space, in the judgement of the parish representative, and in compliance with any local noise ordinance to avoid disturbance of neighbors.
9. Beverage service and smoking. Alcoholic beverages to be served at any function in church facilities are limited to beer and wine. If beer and/or wine are to be served, the parishioner in charge should take responsibility for steps to avoid consequences resulting from that. No smoking is allowed in the building. **Absolutely no alcoholic beverages other than beer and wine are permitted.**
10. Church Equipment. The Facility Request Form should specify any church equipment (such as tables, chairs, microphones) included in the use. All such equipment must be left clean and returned to the appropriate storage place.
11. Equipment Rented and Delivered. If equipment is rented from an outside source (such as tables, chairs, dance floor, plates, glasses, flatware, tablecloths, etc.), items must be removed on the day of the event and ***must not*** interfere with the school's use of the parish hall or other scheduled activities. Please coordinate this delivery and pickup with the church office.