

St. David's Episcopal Church

90 Main Street
Cranbury, NJ 08512
(609) 655-4731

Building Usage Form

Date of request/application (minimum 2 weeks prior to event): _____

Received in office on: _____ **Usage approved on:** _____

Due two (2) weeks before event is scheduled: Event Fee: _____ **and Refundable security deposit (returnable after final inspection and approval):** _____.

Cancellation: Full refund only if notified 2 weeks prior to event. Otherwise, refund of one-half of fee.

Name of Person(s)/Group: _____

Event Name and Purpose: _____

Date(s) of Event: _____ (attach sheet as needed).

Space requested: _____ Parish Hall _____ Kitchen _____ Library _____ Classroom _____ Other: _____

Time of Event: _____ Setup time: _____ Main event start time: _____

Main event end time: _____ Clean-up time: _____ (If a church representative is required before and after event, an additional fee may be involved.)

Number of participants expected: _____ Use of alcohol requested: _____ Approved: _____

Insurance Certificate Received: _____ Insurance liability coverage through _____

Furniture/Kitchen requirements (please indicate number):

_____ Tables _____ Chairs _____ Refrigerator _____ Dishes and cutlery

Other: _____

Special Electrical needs (if any): _____

Storage space requested: _____ Approved: _____

CONTACT INFORMATION:

Name: _____

Phone: Day: _____ Evening: _____

Email: _____ Text: _____

Fax: _____

Contact person on event day (if other than above): _____

Phone: _____ Email: _____

Signature(s) on this form indicate that the renter(s) has read and agreed to the terms and conditions of the Building Use Policy before submitting this application and before its subsequent approval. A formal rental agreement may be required.

Date: _____

Renter's name (printed): _____

Signature: _____

Renter's name (printed): _____

Signature: _____

Renter's name (printed): _____

Signature: _____

Application Approval: _____ Date: _____

St. David's representative. Name (printed): _____

Signature: _____

Church Title or position:

For Office Use Only:

Copies to be sent to. _____ File
_____ Renter(s) Confirmation sent: _____
_____ Rector
_____ Treasurer
_____ Jr. Warden
_____ Building Usage Committee
Name: _____

BUILDING USE POLICY

**St. David's Episcopal Church
90 Main St.
Cranbury, NJ 08512
(609) 655-4731**

Part A: Permission for Building Use

- An application for use of the facility (Application for Use of Facility) must be submitted to the church office. It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function. The user(s) must provide proof of insurance coverage naming St David's as an additional insured party. The building usage committee, in conjunction with the Rector, may approve or decline any such request.
- Groups and organizations of the church have full use of the building at no charge, subject to available space, as determined by the master calendar in the office.
- Individual members in good standing of St. David's may request the use of the church building for personal use, subject to guidelines.

- Non-profit service organizations in the community may apply to the church office for the use of our facilities, subject to availability. The usage may not conflict with purposes or policies of the parish of St. David's. The building usage committee may approve or decline any such request.
- Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of our facilities, subject to availability. The building usage committee may approve or decline any such request.
- All ongoing or regularly scheduled use of the facility by outside groups will require approval of the St. David's Vestry, e.g. AA. and NA.

Part B: Guidelines for Building Use

- A Facility Use Form must be completed by a representative of the organization after the function has been approved. The event is added to St. David's Master Calendar.
- The requesting organization is responsible for room set-up and room break-down with all tables, chairs, furniture, and any other equipment returned to its original location and condition. Any damages to the building, grounds, and/or equipment must be reported to the church office immediately or on the next day before noon. The organization is responsible for the cost of any and all repairs that are a result of their use of the building, grounds, and/or equipment.
- Church-owned musical instruments may NOT be used unless written permission is provided by St. David's Director of Music.
- When minors are present in the church facility, the group must provide the church with a written plan on how they will be supervised. This plan requires approval from the building usage committee.
- Groups using the facilities may use the kitchen facilities to make coffee. Cooking or food preparation is not allowed. Exception will be permitted upon special request and approval by the St. David's Vestry and Rector on an individual basis.
- Groups renting the fellowship hall may serve food that has been brought in by a caterer on the day of the event. PLEASE DO NO LEAVE FOOD OVERNIGHT BEFORE THE EVENT IN THE HALL. Use of dishes and silverware must be requested on the Facility Use Form. All items used are to be washed and returned to their original location and condition.

- Each group or organization must designate a representative who will consult with the building usage committee's designated representative in advance of the event and the building usage committee will be responsible for:
 - Scheduling the timing of the building to be unlocked and locked at the conclusion of the event.
 - Regulating thermostats for heating and cooling, according to instructions.
 - Assessing any damages to the facility.
- Each group or organization is responsible for basic clean-up following the event, such as removing trash to the garbage dumpster and putting trash in bins, vacuuming, and leaving the room in the same condition as at the beginning of the event.
- Any fund raising activity must be for non-profit purposes only. The structure and intent of such fund raising must be clearly stated on the building usage application form. Any sales tax liability is solely the responsibility of those sponsoring the fund raiser.
- The use of alcohol or other mood altering substances is not permitted on church property. Written permission from the Vestry is required for alcoholic beverages (beer and wine only) to be served and an equally attractive non-alcoholic alternative must be offered.
- The user(s) must adhere to all municipal ordinances.
- Smoking is not permitted anywhere inside the premises of the church property and only in designated areas at least 10 feet from structure its adjacent, mulched landscaping beds.
- Requests to decorate the space must be stated on the written application and be approved by the building usage committee. No screws, nails, tape or tacks may be used.
- Any use of the church building posing a threat to the building, its contents, or any person in it is not permitted. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and to provide a copy of the certificate, in a timely manner, prior to the event that names the parish of St. David's as the additional insured. The additional insurance policy/waiver must be reviewed and approved by the building usage committee.

Part C: Fees

- Room Usage Fees (per day): Fellowship Hall

	<u>Parish Members</u>	<u>Non Parish Members</u>
Rental	<ul style="list-style-type: none"> ▪ \$200 ▪ \$1,000 - 4 hours or more (events with 100 or more people) 	<ul style="list-style-type: none"> \$400 Same as Members
Corporate Events	<ul style="list-style-type: none"> ▪ \$2,500 minimum 	

Security Deposit ▪ None \$600

- Room Usage Fees (per day): Fellowship Hall by Non-Profit groups
 - Closed event – donation requested to cover \$100 paid to church representative to monitor the event.
 - Fund raising event open to the public – same fee as for Non Parish Members above and a security deposit of \$600 (can be waived).
- Kitchen Use only: \$40 per hour.
- The building usage committee may waive or modify the above listed fees at their discretion.

Part D. Indemnification

Indemnification: Each Party shall and hereby does indemnify, defend and hold harmless the other, and their respective shareholders, directors, officers, agents, independent contractors and employees, from and against all claims, demands, liabilities, losses, damages, costs and expenses, including, without limitation, reasonable attorneys’ fees, resulting in any manner, directly or indirectly, from the nonperformance of its obligations under this Agreement or any other negligent or willful misconduct in connection with the performance of any duty or obligation required to be performed under this Agreement.

Part E: Limitation of Liability

Limitation of Liability: This limitation of liability provision applies in the aggregate and not on a per claim basis, whether any damages are characterized in tort, negligence, contract, or other theory of liability, regardless of whether a party has been advised of the possibility of or could have foreseen any damages, and irrespective of any failure of essential purpose of a limited remedy. This limitation of liability provision does not limit a party’s liability for gross negligence, indemnification obligations, breach of confidentiality requirements, intentional misconduct, intentional torts and intentional violations of law. Neither party is liable to the other or any third party under this agreement for any indirect, special incidental punitive, exemplary, or consequential damages arising out of or resulting from this agreement. Each party’s liability shall not exceed the amounts paid under this agreement in the one (1) year period prior to the date the claim arose.

Assurances

Officers of both St. David’s Episcopal Church and _____, upon signing of this document, certify that they have carefully read and understand this agreement and will mutually endeavor to fulfill all its stipulations.

I am signing this agreement as an official authorized representative for the:

St. David's Episcopal Church and
Cranbury NJ

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Witness

Witness