

Christ Episcopal Church in Bethany

Facilities Use Policy

Christ Church enthusiastically supports community building, and we therefore support many areas outside groups by offering the use of our building for their gatherings and meetings. We ask two things from these groups.

1. That groups leave the facilities as they found them, cleaning up trash or spills, putting chairs or other furniture back where they were, and removing any of their own materials.
2. Small groups of a dozen people or less are asked to make a donation per meeting in the range of \$15-25. Larger groups are asked to make a donation per meeting of \$20-35. Groups that wish to use our kitchen facilities are requested to donate an additional \$25.

Gatherings for Private Events

Christ Church has lovely facilities for private events like birthday parties, showers or special fund raisers. Both church members and non-church members are welcome to request the use of the church facilities for such events. The event will be scheduled on the church calendar when the application has been signed by the Rector and the security deposit has been received. If the event is cancelled for any reason, please notify the office as soon as possible. Deposit will be refunded 100% if event is canceled up to two weeks before the event and 50% refunded if less than 2 weeks before the event.

Rental Fees Schedule 2023

One half day or evening \$ 500

Full day, morning and afternoon \$1000

Full day plus evening \$600

Clean-up/Security \$150 deposit

Non-church members are asked to bring their donation to the office at least 1 week in advance of their event, along with an additional \$150 security deposit. If the donation is not received in advance, or specific arrangements for later payment have not been made with the rector or warden, the event will be cancelled. The security deposit will be returned following the event if the property has been left clean. If the church needs to bring in our cleaning service after the event, the church will retain the security deposit for this purpose. Those using the facilities understand that it is the staff and lay leaders of the church that will decide whether the property has been left clean or not, and their decision is final.

Church members will be asked for a cleaning deposit of \$150 for special events which will be returned if the space used is left in the same clean condition it was found. They will also will be asked to make an appropriate donation for the use of the space.

Smoking is not permitted in any areas of the Church facility.

Thermostat settings are not to be changed.

Alcohol Policy

Alcoholic beverages, limited to beer and wine, are allowed at specific church functions if permission has been granted from the Christ Church Vestry. Approval and arrangements for alcohol will take at least 4 weeks, so a request must be brought to the church well in advance. This policy holds for nonmembers and members alike, and for both church and non-church activities. If special permission is given for serving alcohol at an event at Christ Church, special arrangements will likely also be necessary, such as obtaining special liquor permits or liability waivers, or hiring a constable. All laws regarding alcohol are to be followed including the prohibition on serving alcohol to minors, those under 21 years of age. Moderation will be observed in the serving and consumption of alcohol beverages and the responsible person selected to serve will not drink alcohol. Individuals, groups or organizations sponsoring an event or activity must assume responsibility for those who become visibly intoxicated and provide alternative transportation for them. The offering of alcohol must not be advertised and used as an enticement for any function.

Kitchen Use Rules

Kitchen use requires that one adult be designated as the responsible person and receives an onsite briefing prior to the event. If the activity is catered professionally, a copy of their Safe Service License and liability insurance must be provided with the signed contract. All kitchenware must be cleaned and returned to its original location. All equipment, stove, appliances, counter tops and sinks are to be cleaned with an antibacterial product. Nothing is to be left in the refrigerator. Sweep and mop kitchen floor. Empty the garbage and remove the trash to the containers outside at the back of the building.

Use of the Church Building

The church building itself is available for musical or other performances any time but Sunday morning. It is our hope that the Bethany and surrounding area will consider Christ Church as a cultural resource. Music teachers, school groups or individual artists are welcome to speak with the rector or warden about the use of the church building for a performance or concert. If the organ or piano will be used, you will be referred to our Minister of Music. A donation of \$500 for each use of the church is requested. Larger concerts with admissions fees will be asked to donate a percentage of the door to the church, as arranged with the rector and Senior Warden. The church will be happy to promote musical or artistic events through the church website and Facebook page if information is provided in advance.

Use of the church building for weddings, baptisms and funerals does not come under this policy. These events are to be arranged with the rector and have their own fee schedules.

Liability and Damage Christ Church is not responsible for any damage or loss to persons or property of outside groups using the facility. All groups assume their own liability or are to have their own liability and property damage insurance for the protection of their own

members, guest, and the Parish of Christ Church. Such groups agree to hold Christ Episcopal Church, Bethany harmless from all liabilities, damages, lawsuits, and attorney fees resulting from their use of this facility. **A certificate of insurance may be required from the group that will be renting the facility. Please read the ECCT Certificate of Insurance that is located in the church office as a reference.**

Fees can be given by check written to "Christ Episcopal Church".

I agree to represent the following named group _____ with which I am affiliated, with respect to all matters concerning use by the members of stated group of the facilities owned by Christ Episcopal Church, 526 Amity Rd, Bethany, CT 06524.

I guarantee deposit/or payment to Christ Episcopal Church for use of the space. Christ Church reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

I further agree to be responsible for any damages incurred to the Christ Church facilities and furnishings.

I have read the facility use policy and agree to them.

Printed Name _____ Email Address _____

_____ Signature _____

Date _____ Office staff approval _____

Date _____