

**Grace Episcopal Church  
123 West Washington Street  
Lexington, Virginia 24450  
540-463-4981**

Application for Use of Parish Facilities by a Non-Member

Date: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of person making arrangements \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Name of responsible person at event \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Times of event \_\_\_\_\_ to \_\_\_\_\_

Number of people expected \_\_\_\_\_

Room(s) and Furniture requested (Check below):

Sanctuary \_\_\_\_ Parish Hall \_\_\_\_ Kitchen \_\_\_\_ Nursery \_\_\_\_ Library \_\_\_\_

Conference Room \_\_\_\_ Class Rooms \_\_\_\_ Tables \_\_\_\_ Chairs \_\_\_\_

**ALCOHOL NOTICE:** *The use of or the serving of alcohol is subject to written approval by the Rector of the Parish. Otherwise, the use of alcohol and/or serving of alcohol on Parish property are not allowed under any circumstances.*

Do you wish to serve alcohol at your function? Yes \_\_\_\_ No \_\_\_\_

If you wish to serve alcohol, please state what and how it will be served \_\_\_\_\_

**General Responsibilities for use of the Facilities**

1. Tables, chairs, and floors are to be clean and all rooms left as they were found unless otherwise requested.
2. The kitchen appliances, counter tops, sinks pots, pans, etc. are to be left clean and in place.
3. Unless otherwise arranged, individuals and groups that use the kitchen are to supply their own cups, plates, cutlery, napkins, food and condiments.
4. All groups using the facilities are responsible for maintaining the property and the equipment. Any damage must be reported to the parish office.
5. The person signing this request is responsible for the above requirements.
6. Proof of liability insurance may be required, and an insurance endorsement may be required that names the parish as a named insured on the policy.

7. Smoking inside of the buildings of the parish is prohibited. Smoking on parish property is permitted only in the parking lot at the northeastern corner of the sanctuary building, near the Labyrinth and playground area.
8. *The use of alcohol and/or the serving of alcohol on Parish property is not allowed except upon written approval by the Rector of the Parish. Otherwise, the use of alcohol and/or serving of alcohol on Parish property are not allowed under any circumstances.*
9. You may not leave or store any of your property, materials, props, or equipment at the parish without the prior consent of the Rector or his designee.

The maximum number of people using the fellowship hall is 64 when the parish's tables and chairs are being used; 100 when chairs only are being used; and 150 if people are standing. Sixteen is the maximum capacity for all other rooms and 10 children for the nursery. Those using the parish facilities are urged to review the parish's safety procedures and to become familiar with all exits, fire alarms, fire extinguishers, etc.

I acknowledge receiving a copy of the Policies for Use of the Parish and Parish Facilities, and I agree to follow the document if I or my organization is allowed to use of the Parish's property.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**THE USE OF ALCOHOL AS SET FORTH ABOVE IN THE APPLICATION  
 \_\_\_\_\_ IS APPROVED OR \_\_\_\_\_ IS DENIED.**

\_\_\_\_\_  
**APPROVED BY** **DATE**

IF THE USE OF ALCOHOL IS NOT REQUESTED, OR IF REQUESTED BUT DENIED, THE REMAINING PARTS OF THE APPLICATION MAY BE APPROVED BY THE RECTOR OR HIS DESIGNATED STAFF PERSON

Approved by \_\_\_\_\_ (Parish Representative)  
 Date \_\_\_\_\_

Deposit received \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit returned \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit retained due to \_\_\_\_\_

Custodial fee received \$ \_\_\_\_\_ Date \_\_\_\_\_

Hold Harmless Agreement signed: \_\_\_\_\_

Evidence of Liability Insurance:

Insurance Company \_\_\_\_\_

Insurance Agent \_\_\_\_\_ Telephone \_\_\_\_\_

Policy Number: \_\_\_\_\_

Endorsement provided: \_\_\_\_\_