

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

Application for Use of Parish Facilities

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 box): Brooke Family Rm, Jonathan Daniels Rm,
 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. Leave the building and supplies as you found it! You pay for what you use or damage.
2. Tables, chairs, and floors are to be clean and all rooms left as they were found unless otherwise requested.
3. The kitchen appliances, counter tops, sinks pots, pans, etc. are to be left clean and in place.
4. Unless otherwise arranged, individuals and groups that use the kitchen are to supply their own cups, plates, cutlery, napkins, food and condiments.
5. All groups using the facilities are responsible for maintaining the property and equipment. Any damage is to be reported to the parish office.
6. The person signing this request is responsible for the above requirements.

7. 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.
8. Smoking is not permitted on the property of Grace Episcopal Church.
9. *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. If alcohol is permitted equally attractive non-alcoholic beverages must also be offered.*
10. 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. For groups with participants under the age of 21, evidence of Safe Church training may be required.

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

Approved by _____
 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: _____