



# The Episcopal Church of the Epiphany

## FACILITY RENTAL FORM

Name of Group: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Group Contact: \_\_\_\_\_

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

If a member of our church is also a member of the applying group and will accept responsibility for directing the proper use of the facilities, please note:

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

Date(s) Requested:  One-time event  One day a week  One day a month  Other \_\_\_\_\_

Events Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Rehearsal Date (if applicable): From \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Location(s) Requested:

- |                                      |  |  |  |
|--------------------------------------|--|--|--|
| <input type="checkbox"/> Church      | <input type="checkbox"/> Playground        | <input type="checkbox"/> Classroom 201 | <input type="checkbox"/> Classroom 205 |
| <input type="checkbox"/> Kitchen     | <input type="checkbox"/> Meditation Garden | <input type="checkbox"/> Classroom 202 | <input type="checkbox"/> Classroom 206 |
| <input type="checkbox"/> Parish Hall | <input type="checkbox"/> Courtyard         | <input type="checkbox"/> Classroom 203 | <input type="checkbox"/> Music Suite   |
| <input type="checkbox"/> Nursery     | <input type="checkbox"/> Classroom 001     | <input type="checkbox"/> Classroom 204 |  |

Supplemental Supplies:

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> TV/VCR/DVD       | <input type="checkbox"/> Easel w/pad | <input type="checkbox"/> Round Table # _____        |
| <input type="checkbox"/> Microphone       | <input type="checkbox"/> Markers     | <input type="checkbox"/> Rectangular Tables # _____ |
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Podium      | <input type="checkbox"/> Folding Chairs # _____     |

Special Needs/Set up Instructions (attach separate sheet if necessary): \_\_\_\_\_

The applicant and the individual executing this application hereby waive any and all claims, demands and causes of action which they have against The Episcopal Church of the Epiphany as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless The Episcopal Church of the Epiphany and its officers, agents, and employees from and against any and all claims, demands, causes of action, and all other loss and expense, including reasonable costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees and agents pursuant to this application. The right to the use of church facilities that may be granted pursuant to this application is a license only, and does not grant the applicant any tenancy or other interest.

We have read and agree to comply with the "THE RULES FOR THE USE OF CHURCH FACILITIES," which are incorporated herein by this reference.

Signature of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_



# The Episcopal Church of the Epiphany

## RENTAL FEES

### Use of Parish Hall and Kitchen

- By church member(s) ..... \$ 150.00 \_\_\_\_\_
- By an outside group ..... \$ 300.00 \_\_\_\_\_

### Additional Rooms

- Church ..... \$ 100.00 \_\_\_\_\_
- Kitchen ..... \$ 50.00 \_\_\_\_\_
- Nursery ..... \$ 50.00 \_\_\_\_\_
- Sunday School Rooms, per room ..... \$ 50.00 \_\_\_\_\_
- Music Suite ..... \$ 50.00 \_\_\_\_\_
- Courtyard ..... \$ 25.00 \_\_\_\_\_
- Meditation Garden ..... \$ 25.00 \_\_\_\_\_
- Playground ..... \$ 25.00 \_\_\_\_\_

### Additional Fees

- Cleaning service to clean and reset room ..... \$ 50.00 \_\_\_\_\_
- Reception cleaning fee ..... \$ 150.00 \_\_\_\_\_
- Easel Pads (per pad) ..... \$ 10.00 \_\_\_\_\_
- Electronic hook up ..... \$ 25.00 \_\_\_\_\_
- Use of TV/VCR/DVD, microphone (wireless or stand)*

**Total Rental Fees (EXCLUDING damage deposit fee) ..... \$ \_\_\_\_\_**

Damage Deposit (outside groups) ..... \$ 100.00 \_\_\_\_\_

- Please make checks out to the Episcopal Church of the Epiphany.
- Fees listed above must be paid to the church office at least two days in advance of the rental date. THE RULES FOR THE USE OF CHURCH FACILITIES on the attached pages must be complied with or additional fees will be applied at the rate of \$50 per hour.
- The cost of renting the space includes the cost of utilities, wear and tear on the church, and the basic set-up (tables, chairs and dividers) before the event. There is an additional fee of \$50 to have the cleaning service come in and do basic cleaning of the space after the event and to reset the room. If excessive cleaning is needed, and/or rooms that were not rented are used, additional cleaning fees of \$50 per hour will be charged to the group. In addition, the church reserves the right to apply a utility surcharge of up to \$50 if an unexpected and significant increase in the cost of the utilities should occur.
- Groups wanting to rent space on a long-term basis will need to submit new reservation forms at the beginning of each year so that we have the correct name and phone number of a current contact person. All arrangements will be coordinated by the Parish Administrator.

*Note: Copy to be given to applicant after approval. Original application to be retained in the church office files.*



# The Episcopal Church of the Epiphany

## RENTAL FEES

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The Episcopal Church of the Epiphany recognizes that its outreach and ministry can be increased by providing its physical facilities in support of other organizations and programs designed to serve the community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interests of the church. The intent of this statement is to establish consistent requirements for nonchurch group use of our church facilities.

The governing body of The Episcopal Church of the Epiphany reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interests regarding property management, requirements for use of the facilities for church activities (which shall always have priority), and church relationships with governmental regulations.

**Parish Contacts:** The Parish Administrator is Shea McNutt (404.373.8338).

## RULES

1. Any member and/or group at Epiphany may use the parish hall, provided the time requested does not interfere with regularly scheduled meetings or church activities, or with meetings scheduled by the Rector, Assistant Rector, and/or Vestry.
2. Non-member charitable organizations at work in their community, recognized churches requesting the space for special church purposes, and any other approved organization may schedule the use of the parish hall or classrooms, subject to approval by the Parish Administrator, Rector or Assistant Rector.
3. The objectives of the organization and the activities conducted on church property must not conflict with the mission of The Episcopal Church of the Epiphany.
4. A Damage Deposit of \$100 is required of non-members reserving the parish hall, the person making the reservations will be responsible for damage to equipment. Said person shall sign an agreement acknowledging that he/she has read and accepts these RULES FOR USE, and will abide by them. He/she will supply the church office with telephone numbers for home and work. The Damage Deposit will be refunded following the event, if the rooms(s) and equipment used are in good order and damage-free.
5. User groups will be responsible for leaving the facilities in such condition that another group may comfortably use them; i.e., furniture and equipment replaced in customary position, kitchen equipment left clean, dishes washed and put away, floors swept, filled wastebaskets emptied into the trash bin, etc. The person making the reservation shall be responsible for the general clean up of the facilities, using the "BUILDING LOCK-UP CHECK LIST" posted in the crossing hall.
6. The user group shall be held responsible for all loss or damage to church property when they are using the facilities.
7. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless specific exception to this rule has been granted in writing by the Vestry of the church. This, however, does not mean that using groups may not have organizational dues or assessments to meet operating expenses.
8. When meals are served to a nonchurch group by a church group the total financial obligation of the user group is included in the per-plate charge for the meal, according to the agreement arrived at by the groups.
9. Consumption of alcohol is not permitted on church property except in the parish hall and in accordance

with diocesan policy. Hard liquor or other non-physician-prescribed drugs are not permitted on church property at any time. Non-alcoholic beverages in equal quantity and prominence must be offered if alcohol is served.

10. Smoking is not permitted inside any church building.
11. Decorations used must be flameproof, and shall not be attached to fixed portions of the facilities without specific approval in writing.
12. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion, with specific written approval.
13. No articles belonging to, or rented by, an organization using the church's facilities shall be left in any room, unless prior permission has been obtained from the church office.
14. Evening events will be concluded and the building closed by 11:00 p.m., unless special arrangements have been made.
15. No equipment or facilities shall be added, modified, moved, or removed without prior written approval.
16. At no time shall equipment or facilities other than those covered by prior approval be used.
17. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
18. Any statements under this policy may be added to or repealed after notice is given to organizations concerned.



# The Episcopal Church of the Epiphany

## ADDENDUM FOR USE OF THE NAVE/SANCTUARY

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The following customary shall be added to the policy regarding the use of the nave by outside groups.

1. The choir loft area and organ are off limits to outside groups without prior written approval of the Organist & Choirmaster.
2. In order to secure use of the choir loft area (including the organ), applicants must schedule a separate appointment with the Organist & Choirmaster and satisfy all other requirements of the RULES FOR USE policy.
3. Violation of this requirement disqualifies the group from any future performances at The Episcopal Church of the Epiphany.
4. The choir loft area is not open to the public. Upon approval to use the choir loft, the group agrees to limit the choir loft area to performers and crew only.
5. The chairs in the choir loft area are not to be moved. They are in a specific configuration that must be in place for all church services.
6. In the case where a performance requires reconfiguration, the Organist & Choirmaster will distribute a diagram of the seating arrangement to the group.
7. Failure to return the seating arrangement EXACTLY as dictated (including spacing of chairs, number of rows, replacement of kneelers, etc.) will result in a fine not to exceed \$200.
8. The piano is tuned regularly throughout the year (usually right after a change of season) by a registered piano technician. Any group may request a special tuning for their event for the cost of \$90, provided that a minimum of three weeks' notice is given.
9. Only the technician chosen by the Organist & Choirmaster may tune the piano.
10. A written description, detailing all proposed activity in the choir loft area during the group's presence in the nave (including dress rehearsal), is required of all outside groups requesting approval to use the choir loft space.
11. The nave is not available during Lent, Easter Day and Christmas.



# The Episcopal Church of the Epiphany

## ADDENDUM FOR USE OF THE PARISH KITCHEN

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The following customary shall be added to the policy regarding the use of the kitchen by outside groups.

Caterers who wish to use the parish kitchen will be assessed a fee of \$50 a day as well as a refundable deposit of \$150, which will be due upon booking.

This fee includes use of stove, sinks, dishwasher, coffee/tea makers/urns, utilities, ice machine, microwave and limited refrigerator space.

1. Requirements - Caterers must submit the following documents to secure use of kitchen:

- a. A copy of caterer's business license
- b. A copy of food service permit
- c. A copy of their most recent health inspection (must be within past year)
- d. A Release of Liability Form

Note: If caterer does not have a business license or service permit, he/she may contact the DeKalb County Division of Environmental Health at 404.508.7900 for information on obtaining license and permit.

2. Access to cookware / pantry items / serve ware & linens / refrigerator

- a. Cookware is available for use according to what is on hand.
- b. Caterers will be required to meet with Parish Administrator at least three weeks prior to event to review which items in parish inventory will be available to them.
- c. All items must be in inventory upon completion of event in order for deposit to be returned.
- d. Any items needed to prepare the caterer's meal will be the responsibility of the caterer, which may include additional pots, pans, utensils, seasoning, etc. Deposits are returned upon verification of inventory within 7-10 business days of kitchen use by the caterer.
  - i. The caterer provides china, linens, flatware, drink ware, etc. for the event. The church provides none of these items.
  - ii. The caterer provides coffee, creamer, sugar, stirrers and any other items needed for coffee/tea service.
  - iii. Refrigerator space is limited.
  - iv. During required meeting with Parish Administrator at least three weeks prior to event caterer may arrange for use of refrigerator space.