

APPLICATION FOR USE OF SAINT SAVIOUR'S CHURCH FACILITES

GROUP NAME: _____

SIZE OF GROUP: _____

FACILITES DESIRED: _____

Special arrangements required:

DATE OF MEETING(S)/EVENT: _____

TIME OF MEETING(S): Day of Week _____ from _____ to _____

Group representative(s) who will be in charge during session and responsible for the group:

Name:

Address:

Phone Number:

Email:

It is understood that the rules and restrictions for use of this facility as attached are the responsibility of the using groups and specifically the person(s) designated above. The applicant, if the application is approved, shall indemnify, defend and hold Saint Saviour's Episcopal Church and the Episcopal Diocese of CT and their respective, officers, directors, employees, agents, and representatives harmless from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connections with any allegations brought against Saint Saviour's Episcopal Church and the Episcopal Diocese of CT and their respective, officers, directors, employees, agents from and against any cause of action cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of Saint Saviour's Episcopal Church by the undersigned.

Signature of responsible representative: _____ **Date:** _____

Approved for St. Saviour's: _____ **Date:** _____

Certificate of insurance attached: _____ **Donation for use of facilities:** _____

FACILITIES

Great Hall	\$500.00	for every 3 hours or part thereof
Undercroft	\$400.00	for every 3 hours or part thereof
Kitchen	\$30.00	per hour if rented in connection with above spaces
Church	\$500.00	for concerts, recitals, or lecture programs
Chapel	\$100.00	for every hour or part thereof (2 hour minimum)

Parking Lot: Use of the parking lot will be determined on a case-by-case basis depending upon but not limited to such factors as the amount of time required, potential noise, and level of activity, and compatibility with the mission of the church:

\$250 up to 5 hours

\$500 up to 10 hours.

\$750 if the amount of time exceeds 10 hours.

Fees for active parishioners are halved.

Usage must be cleared through the office.

A \$1,000,000.00 certificate of assumed liability must accompany rental contracts prior to rental date.

Facilities usage for extended days (for continuing programs) will be evaluated separately for rental payment and must be cleared through the office.

RULES FOR USE OF SAINT SAVIOUR'S CHURCH FACILITIES

Your cooperation is earnestly requested in maintaining the condition of the areas you occupy. Please observe the following requests:

- 1. Any use of the Church and Grounds must be approved by the Church Office.**
- 2. Formal requests must be received in the Church Office on Application Forms available in the Church Office. Requests must include an INSURANCE CERTIFICATE, showing current coverage of at least \$1,000,000.00 and naming St. Saviour's as additionally covered.**
- 3. No Alcoholic BEVERAGES will be sold on Church premises. Alcohol (wine, beer or punch) may be served with a meal or food. It must be clearly labeled. Equally attractive and accessible non-alcoholic beverages must also be offered. Alcoholic beverages may not be the focus of the event (as in wine and cheese parties). Moderation is mandatory. Chemical usage, other than alcohol, is clearly controlled under federal, state, and local laws.**
- 4. State law prohibits SMOKING in public gathering places. Please comply.**
- 5. Specific arrangements must be made for use of the KITCHEN. The using group must provide all supplies.**
- 6. Any DAMAGE to the building and/or equipment must be reported to the Church Office and the cost of repair/replacement borne by the using group.**
- 7. Groups using the building must confine themselves to the AREAS SPECIFICALLY DESIGNATED for their use.**
- 8. There must be at least two unrelated adults for each group of MINORS participating in any meeting or program. Adults must arrive first and leave last.**
- 9. NO materials are to be attached to the WALLS or fixtures without the permission of the CHURCH OFFICE.**
- 10. Meetings must CLOSE at the time stated on the application, but not later than midnight. The leader of the group will be charged with the responsibility of seeing that ALL MEMBERS of the group LEAVE the building and grounds immediately following the meeting or program.**
- 11. Before leaving, please:**
 - A. Close all WINDOWS.**
 - B. Turn out all LIGHTS.**
 - C. Pick up any REFUSE and leave the room as CLEAN as possible.**
 - D. Check for DAMAGE and report as soon as possible to the CHURCH OFFICE.**
 - E. Lock all DOORS.**
 - F. Be sure there are no CIGARETTE BUTTS at the entrances.**

FACILITIES USE POLICIES STATEMENT

Saint Saviour's Episcopal Church wishes to make its facilities available to all groups which require a place to meet, except in such cases where the group conflicts with Church use or Diocesan general policy. (Groups advocating any doctrine contrary to the precepts of the Episcopal Church or the Constitution of the United State will be denied use of the Church Facilities.)

The facilities application and accompanying rules and regulations are designed to help eliminate communication difficulties between St. Saviour's and the groups using its facilities.

A donation will be requested to offset the cost of heat and maintenance of the church facilities.

Applications for the use of our facilities must be for specific dates and uses. Regular users must renew annually. Any questions should be addressed to the Church Office: Monday – Friday 9:30 a.m.-12:30 p.m.

Phone: 203-637-2262

Email: office@saintsaviours.org

WAIVER OF INSURANCE

(Name of Group)

shall indemnify, defend and hold Saint Saviour's Episcopal Church and the Episcopal Diocese of CT and their respective, officers, directors, employees, agents, and representatives harmless from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connections with any allegations brought against Saint Saviour's Episcopal Church and the Episcopal Diocese of CT and their respective, officers, directors, employees, agents from and against any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of Saint Saviour's Episcopal Church by the undersigned.

Signature: _____ Date: _____

(Responsible Representative)