

**Church of the Holy Communion (Episcopal/Anglican) Undercroft
(Parish Hall)/ Rules**

Rental Fees:	Parishioner Rate:	Non-Parishioner Rate:
Sanctuary	N/A	\$500.00
Parish Hall	\$300.00	\$500.00
Kitchen Usage Fee	\$100.00	\$100.00
Hall Security Deposit	\$150.00	\$250.00
Security Officer*	\$100.00	\$200.00
Library	N/A	\$125.00

*Required when alcohol is being served.

This fee is inclusive of the 1st four hours of the event. Additional time for security will be charged at a rate of at least \$40.00 per hour.

Room Capacity: 175

Rental Procedure:

- Conducted through the Priest-in-Charge, Senior Warden, or Junior Warden
- 50 % rental fee is due upon signing of the contract
- Rental fee must be in the form of a **CASHIER’S CHECK or MONEY ORDER** payable to Church of the Holy Communion
- Balance is due no later than 14 days before the event
- Security deposit is non-refundable and is returned within 14 days of the event as soon as the host has complied with **ALL** of the terms of the rental agreement
- No funds prior to 2 weeks of the event
- The undercroft/ parish hall is rented on a “first come first serve” basis
- The undercroft/ parish hall may be secured up to 12 months in advance

General Rules:

- All areas are **SMOKE FREE**
- All music (including that being played during the event) **MUST** be concluded by 12 a.m.
- All parties must vacate the premises by 1:00a.m or the event host will forfeit \$250.00 of their deposit fee
- Roaming throughout the building is **PROHIBITED**
- Illegal drugs, intoxicants, firearms, fireworks, flammable materials, illegal gambling, animals (with the exemption of guide dogs), or all other material and actions that are inappropriate for an Episcopal Church facility are strictly **PROHIBITED**
- Excessively loud, profane and/or sexually explicit music is **PROHIBITED**

- Any representative of the parish of the Church of the Holy Communion, agent or on-duty peace officer shall have the right to gain access to the premises for administration of Rental Agreement
- Functions involving school-aged children and all children under the age of 21 **MUST** have no alcohol and adequate supervision
 - Up to 8th Grade: one adult for every 10 children
 - Grades 9-12: one adult for every 15 children
- The hall, restrooms, kitchen, and all other areas used during the event should be **COMPLETELY CLEAN** (as it was prior to the event taking place) or the host of the event will lose ALL of their deposit money
- All trash should be collected into a bag and deposited into the Church's trash bins located behind the Church

Equipment:

- Inspection of the facility **MUST** be taken **PRIOR** to the event to ensure that all material belonging to the Church is functioning properly
- Rental of the hall does not include the use of:
 - grills (all types)
 - fryers (all types)
 - kitchen equipment
 - china
 - utensils
 - linens
 - extension cords

Unless the renter has paid for the use of these items. However, the host of the party will be provided with trash cans, dry/wet mops and buckets in order to ensure the proper clean up of the hall

- Caterers are allowed access to the kitchen to store supplies and perform limited functions. Modest refrigerator space is available.

Alcohol Service at Events:

- A security officer **MUST** be present at all functions where alcohol is to be served
- Payment of the Security fee is submitted to the **Priest in Charge, Senior or Junior Warden** at the time the facility fee is paid
- The parish may require a parish representative to monitor alcohol consumption so as to ensure that the undercroft/ parish hall rules are followed
- **ALL STATE AND LOCAL LAWS AND ORDINANCES REGARDING THE USE AND CONSUMPTION OF ALCOHOLIC BEVERAGES MUST BE STRICTLY COMPLIED WITH**
- No alcohol shall be served up until an hour before the end of the event
- Intoxicated persons **SHALL NOT** be served or provided with alcoholic beverages and may be asked to leave the premises
- Checking of ID for persons appearing under the legal drinking age is the sole responsibility of the event host

Return of Facility:

The facility must be returned in the condition in which it was rented or the security deposit will not be refunded

- All personal property of the host/renter must be removed
- All food items must be removed
- All tables must be cleaned and table covers removed
- Trash bags must be placed in the trash bins behind the church
- Food spilled on the floor must be mopped with a wet mop
- All trash shall be removed from the hall, hallway, parking lot and all other areas used in the event
- The kitchen shall be left clean, including, but not limited to, utensils, counter tops, serving equipment, and the removal of trash

THE HOST/ RENTER WILL BE CHARGED ADDITIONAL FEES FOR EXPENSES INCURED BY THE CHURCH AS A RESULT OF THE EVENT. IF THOSE FEES ARE NOT DULY PAID, THE HOST/ HOSTESS RUNS THE RISK OF BEING SUED FOR DAMAGES CAUSED TO THE PROPERTY.