

Holy Family Episcopal Church
Rental Agreement and Usage Guidelines for Social and Church Spaces

This document governs rental of Holy Family Episcopal Church spaces as described below by persons or groups not affiliated with the church.

General, applicable to all uses

We reserve the right to determine whether a proposed event is appropriate considering the sacred nature of the building. Decorating is allowed as long as no damage is done to walls, ceiling or floors. Tape may be used as long as tape and residue are removed. If wax candles are used, the floor must be protected from dripping wax. Aisle runners may be adhered to the floor with removable tape.

The refrigerator, coffee pot and electric tea kettle are available for use by the renter. The renter must furnish coffee, tea, sugar/sweetener and creamer. Any table service (plates, cups, utensils, napkins, etc.) shall be provided by renter.

Floors are to be swept clean and all trash removed after the event. Trash may not be placed in trash bins marked Michele's Montessori. Smoking is not allowed inside; if smoking outdoors, all cigarette butts must be removed.

The church's organ, keyboard and sound system are available upon approval by church musicians. When arranging the event, the renter's proposed musician will meet with church musicians at church to review equipment use and policies. Church musicians reserve the right to approve or deny third party use of instruments after this meeting.

Electronic equipment may only be used with designated outlets. Outlets associated with church musical equipment may not be used for renter's electronic devices.

If the area is used during a weekday, special care must be taken to not disturb the Montessori school downstairs. Guests may not enter the basement area under any circumstances. Noise must be kept to a reasonable level and curb parking spaces in front of the church must be kept clear for school traffic.

Fees (suggested donations) are listed in the event sections below. If the Rector's or musicians' services are requested, this is a separate cost to be agreed upon per event.

We reserve the right to have a church representative present at the event.

Additional event-specific information is listed below.

Insurance

The church's liability insurance covers rental of the space. However, in the case of a large event, it is recommended that the renter check their homeowner's policy and purchase a one-day special event rider.

If alcohol is to be served, the renter must provide insurance for this and add Holy Family Episcopal Church as an additional insured party. A certificate of insurance must be provided prior to the start of the event.

Weddings

The church will be available the day before the wedding for rehearsal and decoration. The church's oil candles are available for use. (The church will furnish the oil.) On Saturdays and Sundays, a room in the basement may be used as the bride's dressing room.

The wedding rental fee is a suggested donation of \$100. The donation covers the rehearsal the day before and the wedding ceremony, including setup time. If the rehearsal is on the same day as the ceremony, the suggested donation is \$50. The fees for a rehearsal dinner and/or wedding reception are covered in the Social Hall section below. If the Rector's or musicians' services are requested, this is a separate cost to be agreed upon per event.

Funerals

The church will be available the day before the funeral if desired for setup and/or decoration. The church's oil candles are available for use. (The church will furnish the oil.)

The funeral rental fee is a suggested donation of \$50. The fee for a funeral dinner is separate and covered in the Social Hall section below.

Social Hall

The following information applies to the use of the social area and kitchen for showers, parties, funeral dinners, wedding rehearsal dinners, receptions, or meetings.

The church has nine tables that will seat eight people each. The tables may be arranged to the renter's preference. Table cloths will be furnished by the renter. Events (other than weddings or funerals) are restricted to the entrance and social space and do not include the worship space.

The rental fee for the social and kitchen area is a suggested donation of \$50 per day. If setup time is needed the evening before an event, this is included in the \$50.

Church Contacts

Please contact one of the following people to book an event, ask questions or report a problem:

Bethany Grubb, 989-839-9680,

Betty Ujevich, 989-631-9165

Rev. Sarah Carver, 989-390-2826

I agree to the terms and conditions listed above:

Event: _____

Event date(s): _____

Date signed: _____

Printed Name: _____

Signature: _____

Organization or group: _____

Holy Family Episcopal Church representative: _____