St. John’s Memorial Episcopal Church | Rental Policy and Contract

**Mission Statement**

**Celebrating God’s Love. Welcoming all. Nourishing the soul. Building community.**

**Caring for creation. Empowering the person. Worshipping God.**

**Rental Policy**

St. John’s is blessed to have not only a beautiful place to worship, but also a usable of additional space that can be used for various purposes by parishioners and non-parishioners alike.

WHO CAN USE OUR SPACE

St. John’s is willing to make its space available, provided that the prospective user is broadly aligned with our mission to create a welcoming and inclusive space that serves the community.

WHAT ARE SOME EXAMPLES OF HOW THE SPACE MAY BE USED

St. John’s is open to those interested in using space on our campus. Examples include but are not limited to:

* Groups that meet weekly/monthly, or who are on a regular schedule
* Organizations that need a space on a daily basis for the operation of their organization
* Groups that need a meeting space
* Those who need an educational space such as music lessons, ESL classes, life skills classes,
* Community organizations that help to foster the mission of the church
* Those who need a space for an event such as a reception after church

WHAT IS THE PROCESS

* All scheduling is done through the Priest-in-Charge, Senior Warden, and Junior Warden
* Prospective users of space at St. John’s must agree to the conditions set forth in the attached lease.
* Depending on the group, the lease agreement along with proof of insurance is required
* We request that all renters make a donation to the church.  The sliding scale is listed above. A rental discount may be discussed if the organization intends to use the space for 6 months or longer.
* The Church reserves the right to decline a space use request.
* No agreement will be confirmed until the lease agreement has been submitted and approved. Where applicable, payment must be received 10 days prior to the rental date. In situations where an organization may be using space on a regular basis, the rental fee is due on the 1st day of each month.

TERMS AND CONDITIONS – GENERAL USE

* The rental agreement will name the specific space that is being used as well as the time limitation (daily, monthly, only once, etc.)
* Users of the space may not have access to any other space on the property, with the exception of the rest rooms and Parking Lot\*
* Use of the kitchen must be made in advance and included in the rental agreement.
* Use of the space is to be limited to what is stated in the rental agreement.
* The entire campus is smoke-free.
* Violent, harassing, or threatening behavior of any kind will not be tolerated.
* We prohibit the possession or use of dangerous weapons on the property, including all St. John’s owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under our ownership or control. This policy applies to all vehicles that come onto the property. Dangerous weapons include, but are not limited to : firearms, explosives, knives, and other weapons considered dangerous or could cause harm. We reserve the right at any time and at our discretion to search leased spaces and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering our property to determine whether any weapon is being, or has been, brought onto our property/premises in violation of this policy.
* Due to the historical age and nature of our building and its architectural features, accessibility, decorations, and special set up will be handled on a case by case basis. Time allowed for decorating is considered a courtesy beyond the rental period and may be done prior to the beginning of the event, provided there is no conflict in scheduling. Decorations may not be affixed to any surface in any way that would deface room surfaces. Decorations are to be removed at the completion of the event.
* Rental includes use of tables and chairs already in the church. Table & chair placement is to be discussed ahead of the event with the Church office. No furnishings may be removed from the space at any time.
* Fire exits MAY NOT be blocked.
* Clean-up
* Trash bins are located in the kitchen and restrooms.
* Do not leave any garbage outside of the garbage cans.
* Floors are to be broom-cleaned; food spills and residue to be cleaned off from tables, chairs and floor. Chairs and tables that have been moved must be returned to their original place.
* All food items that were brought into church must be removed at the conclusion of the event.
* During winter months, we ask that you be cautious of tracking in dirt and mud, especially in the Main Sanctuary
* Alcoholic beverages may be used only upon prior written approval by the Church. The renter assumes all responsibility for compliance with all New York State and local laws regarding the use and consumption of alcoholic beverages.
* Minors:
* Children attending events must be under the direct supervision of an adult 18 years of age or older at ALL times. There must be an acceptable ratio of adults to minors which shall be determined in advance and approved by the Church and noted on the rental agreement.
* No child shall be left alone with any non-relative in any church building at any time.

LIABILITY

* St. John’s Episcopal Church is not responsible for injury to any person, or damage to any personal property. This includes injury in the parking lot and any damage to cars. Renter agrees to provide proof of liability insurance (including Host Liquor Liability if alcohol is served) by providing a Certificate of Insurance naming St. John’s Episcopal Church in Ellenville, NY as an Additional Insured regarding use of the premises prior to the event.

\*Use of Parking Lot will be determined by the day and time the space will be used.

**Agreement and Contract**

Agreement made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and between St. John’s Episcopal Church and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, referred to as “Client.” St. John’s Episcopal Church agrees to make available the use of the church space located at 40 Market Street, Ellenville NY with the following terms and conditions.

Date of Event:

Type of Event

Set-up starting at:

 Event Starting at:

 Event Ending at:

 Clean-up ending at:

 Total Hours:

 Number of people expected:

Client / Organization Name:

Client / Organization Address:

Client Phone:

Client Email:

We agree to donate \_\_\_\_\_\_\_\_\_\_\_ to the church, and to submit that payment to church via cash or check 10 days prior to the event.

In the case of a large event, we agree to pay a sexton fee of $50. Large events include gatherings of more than 25 people, including concerts and receptions.

We agree to adhere to all the policies set forth in the rental agreement.

Client Signature:

Date:

Priest-in-Charge or Senior Warden Signature:

Date: