

*St. Matthew's Episcopal Church  
Facility Rental Agreement  
Guidelines and Fee Schedule*

**Date Requested:** \_\_\_\_\_ **Member:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Name of person requesting use of facilities:** \_\_\_\_\_

**Phone number(s) of person requesting use of facilities** \_\_\_\_\_

**Number of persons expected to occupy the facility during the event** \_\_\_\_\_

**Event Start:** \_\_\_\_\_

**Set-up Time:** \_\_\_\_\_

**Event End:** \_\_\_\_\_

**Clean Up Time:** \_\_\_\_\_

<b>Facilities Requested</b>	<b>Member Fee</b>	<b>Non-Member Fee</b>	<b>Deposit</b>	<b>Sexton Fee</b>
_____ Undercroft	\$50.00	\$100.00	\$100.00	\$100.00
_____ Library	\$50.00	\$100.00	\$100.00	\$50.00
_____ Parish Hall	\$150.00	\$250.00	\$250.00	\$100.00
_____ Sanctuary	\$100.00	\$250.00	\$100.00	\$100.00
_____ Kitchen	\$75.00	\$150.00	\$250.00	\$100.00
_____ Nursery	\$35.00	\$50.00		

**Crying Room**                      **No Charge when used with other facility rental**

**Notes:**

- Non Member fee for Kitchen includes \$75.00 to have a kitchen guild member present. This is not an optional fee.
- Undercroft Rental fees for outreach and community meetings are \$100.00/month. (If this poses a hardship on the group, please let us know and we will do our best to work with you.)
- Use of the undercroft is confined to the large meeting room. It does not include the classrooms or the youth room.
- Sanctuary fees do not include Altar Guild fee. Altar Guild Fee is \$100.00
- A member is defined as any parishioner with an established giving record of at least one year.

*St. Matthew's Episcopal Church  
Facility Rental Agreement  
Guidelines and Fee Schedule*

**Guidelines for facility Rental**

**• General Use**

- Use of the facility is restricted to those areas for which permission has been approved by the Rector.
- Use of any other part of the facility is prohibited unless specifically requested and approved in advance. For example, approval for use of the Parish Hall is limited to the Parish Hall and restrooms in front hall.
- All areas requested must be left in the same condition as they were found or deposit will be forfeited.
- All tables are to be arranged as originally found and chairs placed neatly around each table.
- If when using the Parish Hall, any extra tables are removed from the closet they must be returned to the closet and arranged in substantially the same manner as found.
- All chairs removed from the closet must be returned to the closet and stacked as originally found.
- All trash bags are to be placed in the dumpster and when available, new bags placed in the containers.
- All spills should be wiped up, floors cleaned, and table surfaces wiped clean.
- Turn off all lights and appliances and lock doors when leaving.
- Nails, tack, glue, or tape may not be used to secure decorations.
- Use of the facility is restricted to those areas for which permission has been approved. Use of any other part of the facility is prohibited unless specifically requested and approved in advance

**• Children on the Premises**

- Children and teenagers are not allowed to be unsupervised in any area of the grounds or buildings.
- If use of specified classrooms is granted, children may play with toys in the specified classrooms stored at child's heights (not toys stored on shelves).
- The playground is supplied specifically for and is equipped by the pre-school. Access to the playground is therefore restricted to use by the pre-school.

**• Fee Schedule and Hours**

- The fee schedule allows for the use of the rented facility for no more than 4 hours.
- All activities must be concluded by 11:00PM. This time is an absolute deadline.
- At the end of 4 hours or 11:00 PM, all decorations must be taken down with the area ready for maintenance to come in and begin cleaning.

**• Use of Tobacco Products**

- No smoking is permitted inside the facility or in the front courtyard area.
- No smokeless tobacco is to be used on the premises.
- A container is located outside the doors for cigarette butts, etc. The container is to be emptied into the trash bags at the end of the event. This is required by the Georgia Department of Human Resources.

*St. Matthew's Episcopal Church  
Facility Rental Agreement  
Guidelines and Fee Schedule*

- Smoking is prohibited Monday-Friday from 6:30AM-8:00PM and from 3:00PM — 6:30 PM on all church grounds. This is a requirement by the state to remain licensed for our Pre-School and After School Program.

• **Kitchen**

- Prior arrangements must be made and fees paid to use the kitchen. Use of kitchen is not included in Parish Hall rental. Members who are not trained/familiar with the kitchen appliances must pay the fee for a Kitchen Guild member to be present.
- Paper products, coffee, coffee supplies, etc. found on the premises are not to be used by private groups.
- No tablecloths are provided.
- The church is not responsible for any items left in the kitchen.
- All food should be removed from the kitchen, freezers, and refrigerators. Anything left will be discarded. Failure to discard/remove items could result in a deduction from the deposit.

• **Sanctuary**

- Requests for use of the Sanctuary must be submitted to the Rector.
- The Sanctuary is off limits without approval by the Rector.
- If Altar Guild is required, additional fees will apply.

• **Policy on Alcohol Use**

- No alcohol of any kind should be served prior to worship or business meetings.
- Alcoholic beverages are limited to beer and wine.
- No hard liquor will be served on St. Matthew's premises by anyone or any group for any function.
- All beverages and food containing alcohol must be clearly and distinctly labeled. This guideline is most often forgotten where food is concerned. It must be remembered that the flavor of liquor (in food where the alcohol has been cooked out) is something that many persons in recovery wish to avoid.
- Food must be available at all functions where alcohol is served.
- Equally attractive, non-alcoholic alternatives must be offered as conspicuously as alcoholic beverages. Persons who wish to abstain from alcohol must be able to do so comfortably. It is critical that alternatives to non-alcoholic beverages be of equal quality as those containing alcohol. It is inappropriate to serve a good bottle of wine in a crystal glass when the only alternative is a can of pop in the back of the refrigerator (or a pot of coffee on the stove) with nothing to drink from but a paper cup.
- The promotion of church functions must not use alcohol as an enticement to participation.
- No announcements, advertisements or promotional material should imply that drinking alcohol is a social requirement.
- Alcoholic beverages should not be a part of the identification of church events-e.g. "Bratwurst Festival" not "Beer and Bratwurst;" "Reception with Hors-d'oeuvres," or "Reception with Light Refreshments," not "Wine and Cheese Reception".
- Alcohol should not be served in such a way as to teach children that growing up necessarily implies alcohol consumption. Thus, references to "kiddy cocktails," and "Shirley Temples" are to be avoided.

*St. Matthew's Episcopal Church  
Facility Rental Agreement  
Guidelines and Fee Schedule*

- All federal, state and local laws and ordinances must be observed. This includes regulations requiring licenses for the sale of alcohol, prohibiting the distribution of alcohol to minors, and serving alcohol to intoxicated persons. Serving alcoholic beverages entails incurring moral as well as potential legal and financial liability for those who become intoxicated. It is expected that responsibility will be taken for the safety of persons who become intoxicated at any function at St Matthew's, up to and including transportation for those who's driving might be impaired.

**Security deposits and sexton fees vary based on facilities rented. Damage deposits are refundable and will be returned when the facility is inspected after the event. Any expenses incurred to return the facility to original conditions will be deducted. Requester expressly accepts financial responsibility for all expenses due to damages in excess of security deposit. Refer to the fee schedule on page one.**

**Rental amount due based on facilities requested on Page 1:** \_\_\_\_\_

**Security amount due based on facilities requested on Page 1:** \_\_\_\_\_

**Sexton fees due based on facilities requested on Page 1:** \_\_\_\_\_

Total Amount due \$ \_\_\_\_\_ (Please use a separate check for the security deposit.)

We agree to abide by the rules stated above.

\_\_\_\_\_  
Signature of Requester/Date

\_\_\_\_\_  
Approved By/Date