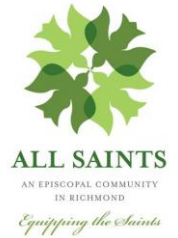


EVENT DETAIL SHEET / APPLICATION FOR USE OF FACILITIES

All Saints Episcopal Church
8787 River Road, Richmond, VA 23229
Phone: 804-288-7811



Complete and return to All Saints Episcopal Church

PARISHIONER SPONSORING THE APPLICATION: \_\_\_\_\_  None

ORGANIZATION: \_\_\_\_\_ RESPONSIBLE PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PURPOSE OF ORGANIZATION: \_\_\_\_\_

DATES OF USE: \_\_\_\_\_ DAY(S) OF WEEK OF USE: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

SPECIAL NEEDS: \_\_\_\_\_

ROOMS REQUESTED: \_\_\_\_\_

DESCRIPTION OF PROPOSED USE: \_\_\_\_\_

FOOD OR DRINK TO BE SERVED? \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

If Event requested involves meeting with Youth (18 years or younger) has an attending member of the organization attended a "Sexual Ethics Seminar"? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide name and contact number: \_\_\_\_\_

The undersigned responsible person agrees that the above-named organization will comply with the Rules and Policies for use of All Saints Episcopal Church Facilities, will pay fees set forth therein in application, will indemnify the Church against any liability arising out of the use of its facilities under this application and will reimburse the Church for any damage to its property caused by such use.

In the event of unusual wear and tear or actual damage, the user will be charged for any expenses All Saints Episcopal Church incurs in correcting damage and possible loss of use. For Non-Profit Organizations approved for "Use of Facilities" it is suggested that a contribution be made to All Saints Episcopal Church to offset cost with use of facility during event.

I acknowledge that I have received a copy of the "Rules and Policies for Use of All Saints Episcopal Church Facilities" and have reviewed them with those attending function. By signing this document I am agreeing to comply with these "Rules and Policies" and I agree to take responsibility for the actions of those attending function.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

Date and Time Availability: \_\_\_\_\_ By: Office Manager \_\_\_\_\_

Approval: Building & Grounds Coordinator \_\_\_\_\_

Approval: Warden \_\_\_\_\_

Approval: Clergy \_\_\_\_\_

Conditions of approval (if applicable):
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fees: User Fees: \_\_\_\_\_

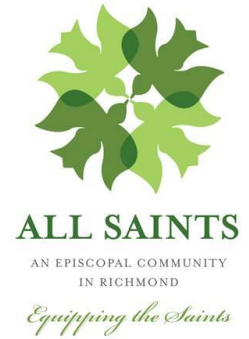
Misc. Fees: \_\_\_\_\_

Total of all Fees: \_\_\_\_\_

# ALL SAINTS EPISCOPAL CHURCH

## Rules and Policies for Facilities Use

8787 River Road; Richmond, VA 23229  
Telephone: 804-288-7811; Fax: 804-288-7762



### Contacts:

**Rev. Dr. Brent Melton**, Rector; E-Mail: [bmelton@allsaintsrichmond.org](mailto:bmelton@allsaintsrichmond.org)

**Winston Hazlegrove**, Parish Administrator; E-Mail: [WHazlegrove@allsaintsrichmond.org](mailto:WHazlegrove@allsaintsrichmond.org)

### PERMISSABLE USES

Canon Law (Title III, Canon 14) stipulates that the Rector is “entitled to the use and control of the Church and Parish buildings with the appurtenances and furniture thereof.”

- (1) All uses of the facilities must meet the principles set forth in the All Saints Episcopal Church Mission Statement;
- (2) All Saints Church related events take precedence over all other scheduled activities;
- (3) The facilities are available for use by other non-religious, non-political groups and individuals and are not available for use by political groups or organizations.
- (4) Religious groups or organizations applying for use of the premises must apply through a member of All Saints Church or the Rector;
- (5) Sleepover events are permitted only when the event is sponsored or co-sponsored by someone affiliated with All Saints Episcopal Church; or when the Rector has granted written permission with consent from the Wardens. All sleepovers will have an adequate number of and appropriately trained chaperons whose names and certificates of completion of the Sexual Ethics training are on file and All Saints Episcopal Church.

**The Facilities Use Committee and the Rector will decide any questions concerning the religious or political nature of an applicant and may submit an application for review by Vestry, if warranted.**

### Fee Schedule for the Use Facilities

The following schedule was approved by the Vestry and Rector of All Saints Episcopal Church.

Main Sanctuary (\$600.00 + \$100.00 cleaning fee):	\$700.00
Chapel (\$150.00 + \$50.00 cleaning fee):	\$200.00
Thornton Hall / Terrace / Kitchen* (\$500.00 + \$100.00 cleaning fee):	\$600.00
Library** (\$150.00 + \$50.00 cleaning fee):	\$200.00

\*Any use of the Kitchen requires the presence of the Sexton

\*\*If food or drink is being served, check with Building & Grounds Coordinator to see if Kitchen fees apply.

Fees are for the exclusive use of a facility for either a full day (from 9:00 a.m. until 5:00 p.m.) or evening (5:00 p.m. until 11:00 p.m.)

The Rector may modify or waive fees at his discretion.

### POLICY FOR USE OF FACILITIES

- (1) The Building and Grounds Coordinator will be in charge of processing applications and scheduling. Applicants need to call or email the church office.
- (2) All Saints Episcopal Church sponsored events or affiliated groups are not subject to rental costs, or written application, but scheduling must be processed through the Building and Grounds Coordinator.
- (3) Applicants for all events, except funerals, taking place outside of the principal Sunday services at 8:00am and 10:30am, must fill out an facilities use form in order to reserve any of the facilities at All Saints Church.
- (4) The Sanctuary, parish hall, certain designated classrooms, the nursery, and the kitchen are available for use by qualifying applicants, subject to certain limitations stated elsewhere.
- (5) Although an applicant may request a specific facility, the Building & Grounds Coordinator will decide which facility is the most appropriate for the applicant’s event.
- (6) The kitchen is available to non-All Saints Church related groups only for catered events.
- (7) Certain fees will be charged on a per day use for the use of the facilities depending on the nature of the event and the location. (see “Fee Schedule”);
- (8) The applicant must designate an adult as a “Responsible Person” on the Events Detail Sheet, who must be willing to accept responsibility for actions of the applicants while using the facility;
- (9) The applicant is responsible for all damages to persons or property arising out of the scheduled event (see Limitations on Liability on Events Detail Sheet);
- (10) The maximum time for any event is 4 hours. Except for sleepover events, no one is to use the facility past 11:00pm.
- (11) Smoking is not allowed inside any of All Saints Episcopal Church facilities. All Saints Church and its’ grounds are smoke free.
- (12) A member of the Facilities Use Committee, staff or Vestry Member will be responsible for inspecting facilities after an event is held.
- (13) No alcoholic beverages other than beer, wine, champagne, or cider may be served. No alcoholic beverages will be served alone

without an accompanying meal or heavy hors d'oeuvres. A responsible person or persons from the group using the church's facilities must be designated to monitor the age of individuals who are consuming alcohol. A responsible person or persons from the group using the church's facilities must be designated to monitor individuals' alcohol consumption and prevent anyone from consuming enough to become inebriated. An equally attractive alternative non-alcoholic beverage(s) must be available in similar quantities as the alcoholic beverages.

#### APPLICATION PROCEDURES

- (1) To schedule an event, call or e-mail the Building & Grounds Coordinator to request date and a facilities use form;
- (2) Events will be scheduled on a first-come, first-serve basis, with the understanding that all church related events, whether scheduled or not, take priority over non-church events;
- (3) The facilities use form must be signed by an adult individual sponsor, and returned to the Parish office;
- (4) The use of the church's musical instruments will be coordinated through the Director of Music;
- (5) When circumstance permits, the application should be submitted at least four week, but not more than six months before the first date of proposed use;
- (6) The Building & Grounds Coordinator will forward the facilities use form to the Senior or Junior Warden for approval;
- (7) The Building & Grounds Coordinator will notify the applicant of the decision within two weeks after written request.
- (8) All Saints Episcopal Church will not accept liability for any personal injury or property damage incurred by the group using our facility. In addition, All Saints Episcopal Church is not responsible for any rental equipment that is rented by the group using the facility. All rentals must be in the name of the individual or group;**
- (9) All Saints Episcopal Church name may not be used in any contract unless authorized in writing by the Vestry;**

#### STAFFING OF EVENTS

The following personnel are required to be present throughout the event;

- (1) The "Responsible Party" representing the applicant or their designee;

(2) Sexton if deemed necessary by Building & Grounds Coordinator;

(3) Any additional staff (including security) if deemed necessary by the Building & Grounds Coordinator;

The "Responsible Party" will be given a key to the Main Entrance for the date of entry by Building & Grounds Coordinator or Office Manager.

#### PARISH FURNISHINGS

- (1) All furnishings in the church facilities must remain where they are unless otherwise specified in advance and approved by the Building & Grounds Coordinator. If furnishings are to be moved, they are to be moved by All Saints Church personnel or maintenance staff.
- (2) The off-premise use of Church furnishings for non-church functions is prohibited.
- (3) Non-church organizations bringing equipment, instruments, etc., to All Saints property, must release All Saints Church from any liability as to those items.
- (4) Non-members of All Saints Church will not be permitted to use copier machines, telephones (Unless an Emergency occurs), materials or any other items deemed the property of All Saints Church.
- (5) Applicant will not be permitted to adjust thermostats during event. Designated member of Facilities Use Committee will make temperature settings prior to the event.

#### CLOSING PROCEDURES

- (1) The applicant in coordination with the Building & Grounds Coordinator is responsible for closing the facility.
- (2) The applicant is responsible for cleaning the facility unless otherwise noted, this includes taking away the trash;
- (3) The facility will be inspected for cleanliness and damage by the Staff Building & Grounds Committee Member, Sexton, or Vestry Member after each use;
- (4) The facilities being utilized should be left in the same condition as they were found;
- (5) All Saints Church reserves the right to request additional fees from applicant if facilities are not cleaned per agreement or facilities are damaged. Fees are not to exceed replacements costs of damaged facilities or cost of cleanup by professional contract groups.

#### KITCHEN USE BY MEMBERS OF ALL SAINTS EPISCOPAL CHURCH

All Uses of the kitchen must be scheduled through the Church Office. Care and instruction books for equipment are in a marked folder in the kitchen. Please return them after use.

1. All glasses, china, silver, small wares, pots and pans and other equipment must be returned to proper storage space after use. No items are to be left on the drain boards.
2. Do not store leftovers in the refrigerator.
3. Keep your food and drink products in the section allocated to your group in the refrigerator, properly labeled and in approved containers. Any food items left beyond the expiration date will be discarded.
4. Items put in the freezer must be properly packaged, dated, and labeled as to ownership.
5. No food products, except tea, dink mix or coffee, may be stored outside the refrigerator or freezer after service.
6. Clean dish towels, potholders, etc., are labeled in a drawer. Please wash and return clean dishtowels and potholders within five (5) days.
7. Please report any problems or concerns to the Building & Grounds Coordinator.

#### KITCHEN USE BY NON-MEMBERS

For Nonmember events, the All Saints Episcopal Church kitchen is available for catered events only. The following policies apply:

1. The applicant must contact the Building & Grounds Coordinator to discuss the use of the kitchen.
2. The use of the church's flatware, china, serving utensils or cookware is not permitted.
3. Opening and closing of the kitchen for the caterer must be arranged through the Building & Grounds Coordinator.
4. The Caterer must coordinate with the Building & Grounds Coordinator the delivery of any food, china or other items to the facility more than two hours before the event.
5. No leftovers are to be stored in the refrigerators.
6. The kitchen must be left clean!
7. All trash must be hauled away from the church at the conclusion of the event.