

Christ Episcopal Church
824 Fairmont Avenue
Fairmont, WV 26554
Phone/Fax: 304-366-3471
Church Secretary's Office Hours:
Mondays 9am-12pm &
Tuesdays-Thursdays 9am-2:30pm

**POLICIES AND PROCEDURES REGARDING THE RENTAL & USE
OF CHRIST EPISCOPAL CHURCH BUILDING SPACE**

The following policies and procedures regarding the rental and use of Christ Church property is for the benefit of the Church and all groups that use the Parish building. The policies and procedures stated herein are set forth by the Rector, Wardens, and Vestry of Christ Church, Fairmont. It is our expectation that is policy will be adhered to by all who use our physical plant. Your cooperation will be appreciated.

- 1) Parish groups and organizations have first priority over the use of Christ Church's physical plant and property. The rental and use of Christ Church space by other groups and organizations shall be limited to the rental and use of the Parish Hall, the Kitchen, the Library, and the Gymnasium. The Sanctuary will only be rented out by special exception for liturgical use relevant to the ministry of the Episcopal Church.
- 2) The Christ Church Parish Hall, Kitchen, Library, and Gymnasium are rented at the rates listed on the attached sheet. All prices include janitorial fees. All rentals of Church facilities are to be arranged through the Parish Office, and will be arranged at the Rector's discretion. Allotted rental times include set-up and clean-up time. Rental of the Kitchen will involve a check-in and check-out procedure with a member of the Christ Church Rental Committee. Rental fees are due in full to the Church Secretary in the Parish Office at the time of rental, unless a special arrangement is made and approved by the Rector. Checks should be made out to CHRIST EPISCOPAL CHURCH. Any change in scheduling needs to be directed to the Church Secretary. Exceptions to the listed rates for certain non-profit organizations shall be at the discretion of the Rector and Vestry. Non-profits require a 501c3 certificate and will be decided on a case-by-case basis.
- 3) Cancellation Policy: If for any reason, you must cancel your reservation, Christ Church requires a minimum of one week notification. Failure to do so will result in forfeiture of your total rental fees (except the security deposit, which will be refunded). Under special circumstances, exceptions may be made at the Rector's discretion.
- 4) Renters or any member of their groups are not permitted in any part of the building which is not specified in the rental agreement. Renters and groups are only permitted to be in the facility during the times agreed to in their contract with Christ Church. Rental for a "day" is considered anything over two hours, and times must be specified. Rental times include setup and cleanup.
- 5) The attached key contract and key deposit applies to rentals which include the issuing of a key(s) by Christ Church to renters.
- 6) Renters are responsible for providing their own supplies including: dishes, utensils, paper products, food/beverages, etc.

- 7) Christ Church facilities are to be left in decent order by any group or organization using them. Chairs, tables, etcetera are to be left as they were found unless otherwise requested by a member of the Parish Staff. Doors are to be locked, windows are to be closed, lights are to be turned off, and heating/cooling is to be set back to the temperature posted by the thermostat. Organizations and groups making use of parish facilities are responsible for the proper use and treatment of these facilities and will be held responsible for any damages incurred to Church property. The conduct of individuals and groups using the parish's facilities is to be in keeping with an attitude of respect for the Church, its property, and its community's needs.
- 8) Christ Church reserves the right to postpone an organization's or group's use of its facilities for reasons pertaining to the life, worship, and needs of the parish. Notice of postponement will be given as far in advance as possible, at the Rector's discretion. An organization's or group's failure to adhere to the policy stated herein can and will result in the termination of the group's use of the building, immediately if necessary. Church facilities will not be available to outside groups on the following days:

SUNDAY MORNINGS

THANKSGIVING DAY

CHRISTMAS EVE – December 24th

CHRISTMAS DAY – December 25th

NEW YEAR'S EVE – December 31st

NEW YEAR'S DAY – January 1st

ASH WEDNESDAY

MAUNDY THURSDAY

GOOD FRIDAY

HOLY SATURDAY

EASTER DAY

TIMES OF WEDDINGS, BURIALS, BAPTISMS, ETC. AS NECESSARY.

Exceptions to the above will be solely at the Rector's discretion.

- 9) While Christ Church carries insurance coverage appropriate to its needs, the Rector, Wardens, and Vestry will not assume any liability or responsibility for injuries resulting from the use of Christ Church facilities.
- 10) The attached contract shall pertain to all rentals of Christ Church facilities. This contract must be filled out, signed, and submitted to the Parish Office at the time of rental arrangements.

RENTAL AGREEMENT FOR THE USE OF CHRIST CHURCH FACILITIES

Please print:

Name of Organization or Group _____

Address _____

Telephone _____

Organization or group representative _____ Phone _____

The above named organization or group hereby agrees to rent the Christ Church _____, at the rate of \$ _____ on _____, for a period of _____. We understand and agree to follow the policies of Christ Church pertaining to the rental and use of its facilities, and we understand our accountability to the Parish.

Signature of Group Representative & Date _____

Parish authorization & Date _____

CHURCH KEY CONTRACT

I, _____, realize by being a care taker of the key(s) to Christ Episcopal Church (circle all that apply:) Gaston Avenue entrance, Kitchen, Gymnasium, 9th Street Hallway Door, and/or 9th Street entrance, I am responsible for:

- locking and unlocking the (circle all that apply:) Gaston Avenue entrance, Kitchen, Gymnasium, 9th Street Hallway Door, and/or 9th Street entrance only at the time allotted (including set-up and clean-up) to me,
- any theft or vandalism done either by any one in my group, or by resulting in my negligence of locking up,
- returning this key to the Parish Office at the end of my contract. I understand that if I lose this key, I will buy a new lock and pay to have new keys made to replace the outstanding keys of other renters and authorized key holders of Christ Episcopal Church not to exceed 15 keys.

Signature & Date: _____

CHURCH KEY DEPOSIT

Please make a check to CHRIST EPISCOPAL CHURCH or pay by cash in the amount of \$10 per key to be refunded when key(s) is returned to the Church Secretary at the end of the pre-arranged schedule.

1st key issued to: _____
name, address, and phone

Date _____ How paid? Cash _____ Check # _____

2nd key issued to: _____
(Optional) name, address, and phone