

# St. Michael's Episcopal Church

## Facilities Use Agreement

Name of Organization \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Individual in charge: \* \_\_\_\_\_

*name*

*phone numbers*

\_\_\_\_\_

*address*

*email*

Beginning date(s) requested (please be specific)

\_\_\_\_\_ ending date

Area requested \_\_\_\_\_

Community Organization? \_\_\_\_\_ Or Tax-Exempt Non-profit? I.D. #

Time requested: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Equipment needed \_\_\_\_\_

Number expected: Adults \_\_\_\_\_ Children \_\_\_\_\_ Age range \_\_\_\_\_

Key pick up and Key drop off \_\_\_\_\_

### The parties agree that:

1. No smoking is allowed in any of the facilities or on the church grounds.
2. Beer and wine are allowed with special permission. The group agrees to abide by the Diocesan alcohol policy.
3. A responsible adult leader(s) shall properly supervise the group at all times.
4. A Hold Harmless Agreement is to be signed by the responsible party for each group using the facilities. All expenses, liabilities, and damages resulting from the group's use are acknowledged to be the sole responsibility of the group. St. Michael's Church shall not be responsible for personal injury to guests as a result of accidents due to their own carelessness, nor is it responsible for personal property loss or damage.
5. Reimbursement is expected from any group for destruction and defacing of property.
6. Events must end by 10:00 pm and cleanup should start immediately. Cleanup will be done quietly in consideration of our neighbors.
7. The group will adhere to the specific policy and instructions for the use of each facility.
8. \*If the individual in charge is replaced, proper notification will promptly be given to the church office, complete with new contact information.
9. Either party has the right to rescind or modify this agreement with written notice to the other party.
10. The group's use of the facility is restricted only to the area that is agreed upon.
11. Fifty percent [50%] of rental fees are due 10 days prior to the event. Full payment of fees, including security deposit must be received prior to the event to receive access to the facility.
12. Should church activities conflict with the group's permit, the church's needs will take precedence.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*title*

\_\_\_\_\_

*date*

\_\_\_\_\_

*Approval*

\_\_\_\_\_

*title*

\_\_\_\_\_

*date*

# St. Michael's Episcopal Church Hold Harmless Agreement

We, \_\_\_\_\_, agree to protect, indemnify, save and keep harmless, St. Michael's Episcopal Church, Carmichael, California; the Episcopal Diocese of Northern California; Insurance Associates of Sacramento; and any employees or agents thereof separately or severally, against and from any and all loss, cost, damage, or expense, arising out of or from any accident or other occurrences on or about said premises, causing injury to any person or property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs, or expense arising out of any failure of the user, the employees, agents, guests, supplier, contractors, or sub-contractors of the user in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during period commencing on \_\_\_\_\_ at the premises of St. Michael's Episcopal Church, 2140 Mission Avenue, Carmichael, California.,

We are covered for Public Liability Insurance either under a Homeowner's Policy or a General Liability Policy with the \_\_\_\_\_ Insurance Company. Our policy number is \_\_\_\_\_.

\_\_\_\_\_

signature	title	date
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### For Office Use:

Total fee charged for facility: _____	50% deposit rec'd: _____	balance rec'd: _____
Security deposit, amt. rec'd: _____	date rec'd _____	date refunded _____

The Episcopal Diocese of Northern California Alcohol Policy as adopted at the 2015 Convention: The bolded items pertain to those renting our facilities.

1. The Church must provide a safe and welcoming environment for all people, including people in recovery.

**2. All applicable federal, state and local laws shall be obeyed, including those governing the serving of alcoholic beverages to minors.**

3. Some congregations may decide not to serve alcohol at events or gatherings. Others may decide to permit a limited use of alcoholic beverages at church-sponsored events. Both can be appropriate if approached mindfully.

**4. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, the rector, vicar, or priest-in-charge, wardens or the head of school must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served, a certified server is required.**

5. Serving alcoholic beverages at congregational events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.

**6. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.**

**7. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.**

8. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g. "wine and cheese reception, "cocktail party," and "beer and wine tasting."

9. Ministries inside or outside of congregations will make certain that alcohol consumption is not the focus of the ministry and that drinking alcohol is not an exclusive normative activity.

**10. Food must be served when alcohol is present.**

**11. All groups or organizations sponsoring an activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry or Board of Trustees of schools. Copies of this policy must be provided to them and written acknowledgment of receipt of the policy must be provided prior to the event. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.**

12. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the church is being conducted.

13. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.

14. We encourage clergy to acknowledge the efficacy of receiving the sacrament in one kind and consider providing non-alcoholic wine. Use of grape juice requires consultation with and approval of the Bishop.