

## The Church of the Epiphany Space Use Policies

The Church of the Epiphany is pleased to allow the use of our facilities by individuals, non-profit, civic, business, and fellowship groups for meetings, training sessions, and social events. All use is at the discretion of the clergy. In order to ensure that our building is properly enjoyed and maintained, Epiphany has adopted this Space Use Agreement. The Church of the Epiphany is a private Facility and reserves the absolute right in its sole discretion to decline to permit use of the Facility to any individual or group.

This Space Use Agreement (Agreement) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between The Church of the Epiphany, hereinafter called the “Church” and \_\_\_\_\_ . For the purposes of this contract, Catherine Manhardt, Parish Administrator, will represent the Church. This Agreement is for use of the Church and/or Parish House facility.

Anyone using space at the church must complete a Space Reservation Contract, which must be received at least 48 hours in advance of the date of the event. Space is not guaranteed until the completed form is received in the parish office.

NOW, therefore, it is agreed by and between the parties as follows:

### **Deposit**

A non-refundable deposit of 25% of the expected fee is required when the reservation is confirmed. For first time users, the deposit is 50%.

### **In the event of cancellation**

The entire deposit will be forfeited if an event is cancelled seven days or less prior to the reserved date on which activities are expected to begin.

One-half of the deposit will be forfeited if an event is cancelled during the period 30 days to 8 days prior to the event.

There is no penalty for cancellation due to severe weather or natural disaster. The church follows the US government’s weather cancellation decisions.

If, for any emergency, other than weather or natural disaster, the church is unable to hold your event, the entire deposit will be refunded and you will be given the opportunity to reschedule at your convenience.

### **Included in fees**

The church’s sexton or a substitute, hired by the church, will be on site and available to assist in a successful event, arriving one hour before your arrival and staying one hour after you leave (additional charges apply). This is to assure that the building is open when you arrive and that it is ready for the next event or the next day’s activities.

The sexton’s services include providing chairs, music stands, tables needed for set-up. If necessary, he will assist in arranging the space.

The sexton will admit your group while maintaining the security of the building.

The sexton will open the doors to the public at the time you request, if your event is public.

The sexton will assure all restrooms are fully stocked with toilet tissue and hand towels.

The sexton will provide security at the building entrance; however, neither the church, nor its staff, assume any responsibility for lost or stolen articles left unattended. A closet is available for locking away performers’ belongings.

### **Use of the kitchen**

The kitchen may be used as a staging area for receptions, but not for cooking or dishwashing. Use includes the use of the refrigerator, the microwave oven, and sinks. It does not include the use of the church’s dishes, glassware, flatware, or utensils. The large coffee urn is available, but must be operated by church staff.

### **Serving of alcohol**

If alcohol is to be served (in the Community Hall only), the person or organization hiring the space MUST either present proof of insurance including the addition of The Church of the Epiphany as a named insured OR hire a licensed caterer or bartender who can produce proof of insurance.

### **Delivery of equipment or instruments**

Arrangements for delivery of equipment or large musical instruments must be made at least a week in advance through the parish office (202-347-2635) to avoid conflicts with the church and parish schedule.

**It is the responsibility of the organization using space to assure that all church property is protected from damage caused by the use of space on church property. This includes, but is not limited to, protection of the flooring from damage caused by choir risers or musical instruments.**

### **Use and tuning of the church's musical instruments**

When engaging the church for your event, the use of the organ and/or piano is permitted for an additional fee.

The 9-foot Steinway concert grand piano and the Aeolian-Skinner four register pipe organ (64 registers, 3467 pipes) are regularly tuned by the church. However, if you desire tuning of the piano, it may be done by either a tuner of your choice (billed directly to you) or ours (billed to us and forwarded to you). If your tuner is hired, he or she must schedule with the parish office for a time to have access to the instrument to ensure availability.

**Parking:** Free parking is not available for performers or attendees.

The Church of the Epiphany is not responsible for articles left in the buildings by groups or individuals who use the space.

Policies will continue to evolve as we live into our renovated space.

**At no time is The Church of the Epiphany responsible for the property of the user(s) of church space.**

### **Fee Structure**

All fees are charged from the time of your arrival until your departure, including set-up and take down. There is a minimum charge in the amount of the first hour rate for the room being used.

**Church:** Capacity –500-600, includes the South (rear) Balcony and the transepts, at 3-4 people per pew. The fee for using the church is \$225 for the first hour and \$150 for each subsequent hour. There is a one hour minimum charge. The performance area measures 37 feet deep by 38 feet wide or approximately 1400 square feet.

This fee includes the use of Community Hall as a green room. However, if there is a reception in Community Hall after the event, there will be an additional charge of \$100 per hour, beginning when the event in the church ends.

**Community Hall (first floor):** Capacity:--Theater seating for 150; meal seating for 100 at 8 per table; standing reception, approximately 200. 1650 square feet.

The fee is \$150 for the first hour and \$100 for each subsequent hour, except as noted above.

**Willard Room (first floor):** Seating capacity – 14 around a conference table plus 19 along the walls; 50 standing. 468 square feet.

\$75 for the first hour and \$25 for each additional hour.

**Dunlop Room (second floor):** Capacity – 8-10 around a conference table. 288 square feet.

\$40 for the first hour and \$10 for each additional hour.

**Use of the Kitchen:** \$250 per event

**Use of the organ:** \$150 per event

**Use of the piano:** \$100 per event plus tuning, if requested.

### **Sexton's fees:**

For all events, there is a required \$25/hour surcharge for the Sexton.

I have read and understand The Church of the Epiphany Space Use Policies contained herein and agree to abide by them.

Signed (party responsible) \_\_\_\_\_ Date \_\_\_\_\_

# SPACE RESERVATION CONTRACT

For Events at The Church of the Epiphany

TO BE COMPLETED BY THE USER AND RETURNED TO THE CHURCH TO RESERVE SPACE

Name of Organization reserving space \_\_\_\_\_

Type of event/reason for use \_\_\_\_\_

Day and Date of event \_\_\_\_\_

Please use a separate reservation form for each day you plan to use Epiphany's facilities, i.e. rehearsals on days prior to the day of the event.

Time of arrival (includes set up) \_\_\_\_\_ Time of departure (after break down and/or reception) \_\_\_\_\_

Time event is scheduled to begin \_\_\_\_\_ Time event is scheduled to end \_\_\_\_\_

Expected attendance \_\_\_\_\_ Will there be a reception after the event? \_\_\_\_\_

Space(s) reserved for event (Circle or highlight all that apply and indicate type of use): Church – event or reception

Community Hall – event, reception, dressing room Willard Room -- event, reception, dressing room

Dunlop Room – meeting, dressing room

Specific items and number needed by organization (i.e., chairs, music stands, tables, coffee pots, etc.)

Please see the attached sheet for the rate structure.

Space usage fees for this event: (To be completed by church staff)

\_\_\_\_\_ hours @ \$ \_\_\_\_\_

\_\_\_\_\_ hours @ \$ \_\_\_\_\_

\_\_\_\_\_ hours @ \$ \_\_\_\_\_

**Use of organ** \_\_\_\_\_

**Use of piano** \_\_\_\_\_

**Sexton fee** \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_

It is the custom of The Church of the Epiphany to bill monthly for space use. You will receive your invoice within 1-3 weeks after it occurs. If you require billing sooner, please let us know.

Submitted by \_\_\_\_\_

Contact person for organization \_\_\_\_\_

Billing Name and Address \_\_\_\_\_

Contact's email address \_\_\_\_\_

Contact's phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Submitted to Church on \_\_\_\_\_ Approved by Rector on \_\_\_\_\_

Assigned Staff \_\_\_\_\_ Church Sexton, unless otherwise specified by the church

In Case of Emergency on event date, call Catherine Manhardt, Parish Administrator, 202-347-2635 weekdays; after hours or on weekends, 425-346-2213.

Confirmed to organization on \_\_\_\_\_

Listed on Church calendar on \_\_\_\_\_