EPIPHANY MISSION CENTER RESERVATION FORM
Please complete this form and return it with deposit paid to
The Church of the Epiphany, 1317 G St. NW, Washington, DC 20005, ATTN: PARISH ADMINISTRATOR

Name of Organization/Church sponsoring the group

Name of on-site group leader

Phone number where on-site group leader may be reached in case of emergency

Date and time of arrival

Date and time of departure

Number of nights staying at Epiphany

In which program would you like to participate?

☐ Welcome Table Mission Partner Contribution (Sunday Morning) $500
*Sponsorships are to be received 30 days prior to arrival. As caution against COVID-19, Epiphany is not currently serving indoor breakfast for Mission Table, but is preparing breakfast bags for outside handout.

☐ Street Church Mission Partner Contribution (Thursdays noon) $200
Street Church is not currently being conducted, but will resume at a future date.

A $150 reservation deposit must be received with this form in order to reserve the Mission Center. For overnight groups, the fee is $40 per person per night.

Payments can be made by check or online at https://onrealm.org/EpiphanyDC/-/give/offerings. (Change the Fund drop-down to Facility Mission Center.)

Total no. of people ___ x $40 x number of nights _____ = $_____-$150 Reservation Deposit= $_______

No. of adults in the group____ (Minimum of 1 adult per 5 youth). Number of youth in the group____

Submitted by_________________________ Daytime phone________________________

Billing Name and Address

Contact’s email address

• In case of cancellation, notify your host no less than 24 hours before time of arrival. (Reservation deposits will not be returned in the event of a cancellation.)
• Office telephone: (202) 347-2635-- Email: info@epiphanydc.org. OVERNIGHT EMERGENCY: 301-437-6056
• Epiphany Mission Center groups are responsible for cleaning the Epiphany Mission Center kitchenette and removing trash from the Mission Center prior to departure.
• If the church kitchen is used, Mission Center groups are also responsible for cleaning the space and washing all dishes.
• The Church of the Epiphany is not responsible for articles left in the buildings by groups or individuals who use the space. (Please see Liability Waiver)
• The Church of the Epiphany cannot guarantee parking availability.

Submitted to Church on ____________ Staff Member Assigned ____________ Confirmed to organization on ____________
WAIVER OF INSURANCE

_______________________________ shall indemnify, defend and hold harmless

Name of Group/individual

The Church of the Epiphany and the Episcopal Diocese of Washington DC,

and their respective officers, directors, employees, agents and representatives from and

against any and all claims, demands, causes of action, losses, liabilities, damages and

expenses (including reasonable attorney’s fees and costs) arising out of or in connection

with any allegations brought against The Church of the Epiphany and the

Episcopal Diocese of Washington DC and their respective officers, directors,

employees, agents from any cost and expense (including reasonable attorney’s

fees) arising out of the use of the premises or property of The Church of the Epiphany

by the undersigned.


__________________________________  _________________________________

Date                                                             Name of Group


__________________________________  _________________________________

Signature                                                                  Title
Church of the Epiphany – COVID-19 Covenant and Practices Agreement

Name of Organization reserving space: __________________________________________________________

Expected Date(s) using space in the Church: _________________________________________________

The above named group agrees to, and will be exclusively responsible for, sanitizing the space that it is using under this agreement consistent with civic and health agency guidelines for preventing the spread of the coronavirus, both before and after use of the space.

Common areas and access points will be maintained by the Church, unless they are utilized exclusively by the above named group under this Agreement in which case they will be solely responsible for its sanitization. The above named group will also require and post clearly and conspicuously the following practices for any persons entering the premises in connection with their usage:

- Wear an approved face mask over the nose and mouth at all times in the premises, except when alone in an office.
- Make no physical contact with others on the premises, unless they are a member of the same household.
- Maintain a six foot or more distance from others on the premises.
- Respect any requests for distance, masking, cleaning, to ensure the safety and comfort level of others, even as restrictions are reduced.
- Immediately notify officials of the above named group if you become symptomatic, are diagnosed as positive for the coronavirus, or become aware of having been in close contact with someone who has tested positive or displays symptoms.

The above named group shall notify Church officials immediately if a person associated with its activities becomes symptomatic or otherwise at risk.

Any employees, visitors, or constituents of the above named group shall agree to these guidelines, and shall agree to release, indemnify, and hold harmless the Church, its officers, members, employees, and volunteers against any claims arising out of infection with the coronavirus, irrespective of negligence or gross negligence on the part of such indemnified persons. The above named group understands that the coronavirus is highly contagious, and that infections may occur despite precautions. User accepts fully the sole responsibility for any liability or claims made by any persons associated with it in such case.

User will also ensure that any individuals present at the Church as part of User’s activities (including User’s employees, volunteers, customers, or clients) sign and return a release in favor the Church, as follows:

I understand that the above named group is using a portion of the Church for its activities. As an employee, volunteer, customer or client, of the above named group, I understand that the above named group has assumed full responsibility for the sanitization and maintenance of the utilized space and that it is solely responsible for same. I agree to and will follow guidelines for usage of the space, established by the above named group and by the terms of the Agreement with the above named group, and in consideration of allowing me to enter the premises, I agree to release, indemnify, and hold harmless the Church, its officers, members, employees, and volunteers against any claims arising out of infection with the coronavirus, irrespective of negligence or gross negligence on the part of such indemnified persons. I accept fully the risk of access to the premises, understanding that the coronavirus is highly contagious, and that infections may occur despite precautions.

Name (printed): _______________________________________________________________________

Signature: ____________________________________________________________________________

Date: _______________________________________________________________________________