

The Church of the Epiphany Space Use Policies and Contract

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, the Parish Administrator (Roland Mansfield) 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%. *Note: the total fee is expected to be paid 30 days before the date of the event.*

In the event of cancellation

The entire fee will be forfeited (or due, to the extent not yet paid) 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 fee will be forfeited (or due, to the extent not yet paid) 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; or if, for any emergency, the church is unable to hold your event. In such a case, the entire fee will be refunded, and you will be given an opportunity to reschedule at your convenience. *Note: the church follows the US government’s weather cancellation decisions.*

Sexton services 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 ahead of your group and staying afterwards for clean-up and resetting of the church. 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 stove/oven cooking or dishwashing. Use does include the use of the refrigerator, 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 bar tender who can produce proof of insurance.

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.

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.

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: Parking is not available on Church property 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. **At no time is The Church of the Epiphany responsible for the property of the user(s) of church space.**

Policies will continue to evolve over time.

Fee Structure

All fees are calculated from the time of your arrival until your departure, *including set-up and breakdown*. Arrival and departure times should be followed strictly. There is a minimum one-hour charge at the first hour rate for the room or space being used.

Church: Capacity ~ 500-600, including the South (rear) Balcony and the transepts, at 3-4 people per pew. The performance area measures 37 feet deep by 38 feet wide or approximately 1400 square feet. The fee for using the church is \$300 for the first hour and \$175 for each subsequent hour.

- This includes the use of Community Hall as a staging/green room.
- However, for a reception in Community Hall after the event, there will be an additional charge of \$125 per hour, beginning when the event in the church ends.

Community Hall: Capacity ~ Theater seating for 150; meal seating for 100 at 8 per table; standing reception, approximately 200. Size: 1650 square feet. The fee is \$175 for the first hour and \$125 for each subsequent hour, except as noted above.

Willard Room: Seating capacity ~ 14 around conference tables plus 19 along the walls; 50 standing. 468 square feet. \$80 for the first hour and \$25 for each additional hour.

Kitchen Use: \$250 per event (specify on the form below, under "Specific items needed")

Organ Use: \$200 per event (specify on the form below, under "Specific items needed")

Piano Use: \$150 per event plus tuning, if requested (specify on the form below, under "Specific items needed").

Sexton's fees: For all events, there is a required surcharge for the Sexton totaling \$30 x one more than your number of hours (e.g. a 4-hour event would be charged \$30 x 5 = \$150). See notes above.

NOTE: The total fee is expected to be paid 30 days before the date of the event.

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 SUMMARY

For Events at The Church of the Epiphany

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

Please use a separate form for each day you plan to use Epiphany's facilities, (e.g. rehearsals prior to the event).

Name of Organization reserving space _____

Type of event/reason for use _____

Day and Date of Event: _____

Event START Time: _____ **Event END Time:** _____

Arrival Time (includes set-up): _____ **Departure Time** (after break down/reception) _____

Expected attendance: _____

Will there be a Reception after the event? _____ Reception Start Time: _____

Please circle the **space(s)** to be reserved for the event and the **type of use**:

Church – performance/event, reception

Community Hall – event, green room, reception

Willard Room -- event, meeting, reception, dressing room

Specific items needed (if available), including quantities (e.g. organ or piano use, chairs, tables, conductor's riser, etc.).
You may also specify **performance area setup / layout**:

Submitted by _____

Contact person for organization _____

Contact's email address _____

Contact's phone: Home _____ Work _____ Cell _____

Billing Name and Address _____

In case of emergency day of event: Office hours ~ Parish Administrator, Roland Mansfield 202-347-2635
After hours / weekend ~ Sexton, Tony Pressley 301-437-6065.

Please see the attached sheet for the space use rate structure.

This section to be completed by church staff

_____ hours @ \$ _____

_____ hours @ \$ _____

_____ hours @ \$ _____

_____ hours @ \$ _____

Submitted to Church on _____

Confirmed to organization on _____

Deposit Received _____

Event Sexton Available _____

Use of organ _____

Use of piano _____

Sexton fee _____

Other Adj. _____

TOTAL FEES _____

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 a mask of approved material over my nose and mouth at all times in the premises, except to the extent that civic guidelines permit as being safe when alone in the 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: _____