

All Saints Episcopal Church

Regulations for Use of Church Facilities

(These regulations are to be retained by applicant)

1. Application for use of Church facilities will be made to the Church Secretary at (440) 888-4055 a minimum of two weeks prior to the desired date of use.
2. All facilities are expected to receive proper treatment and left in the same condition as found. An additional fee will be assessed if facilities are misused or need additional cleaning, as determined by the Check List at end of event.
3. There shall be a responsible adult with any and all children at all times, in ONLY the room being rented.
4. The responsible adult representative(s) of the using group will be present at all times; and upon the close of the activity, will inform the Church Representative that their entire group has vacated the premises.
5. Fire, no-smoking and safety regulations will be strictly enforced. No fire, candles, etc. shall be in use by any permit holder. Consult the Church Representative if clarification is needed. Gambling and the use of alcoholic beverages are prohibited in Church buildings and on Church grounds.
6. Moving pianos or other furniture is prohibited unless special permission is granted. Requests for furniture arrangement and decorations must be discussed prior to the event. No Church property is to be removed from the building. Table and chairs will be set up as requested.
7. No food is to be prepared on-site and sold by the using organization.
8. The renting party agrees to save and hold harmless All Saints Episcopal Church and agrees to assume responsibility for all liabilities arising incidental to the occupancy or building use, it being understood and agreed that the Church assumes no obligation respecting the use of such premises.
9. The renting party is granted access only to the facilities and equipment as stated in the building application. No member or employee of the Church may be solicited for providing additional rooms or equipment.
10. The Church Representative shall enforce the rules and regulations set forth herein and shall report all discrepancies to the Church Office. The Church or its representatives must have free access to all rooms at all times.
11. The Church assumes no responsibility for any property left on the premises by the applicant.
12. Full payment of the building rental fee shall be made two weeks prior to the event.
13. \$50 Security Deposit required to reserve hall. This check will be returned via mail in its entirety following the event as long as there is no damage done and the event ends at the contracted time.