

Request for Use of St. Andrew's Episcopal Church Building And Aleta Morris Pavilion

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Waterford, MI 48329
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The primary purpose of St. Andrew's Episcopal Church building and pavilion is for worship, parish events, and classes. The facility is not available for public use during worship times or prior to 3:00 pm on Sundays. Please do not request use during these hours.

Name _____ Cell Phone _____

Complete address _____

Email _____ Event Date _____ Type _____

St. Andrew's does not have a fee schedule for using our facilities; however, a list of **suggested donations** to cover our costs of utilities and cleaning before your event is very welcome and are outlined below. The use of our facility is for 5 hours; additional occupancy at \$25 to \$50 per hour. Hunt Hall seats up to 75 at dining tables; or 100 auditorium style. Richardson Room seats 10 at the conference table.

SUGGESTED DONATIONS

Deposit to hold the facility date; non-refundable \$50 (Applied to Balance) \$ _____

Cleaning Deposit: 50% Refundable \$150.00 \$ _____

_____ **Hunt Hall** \$250 5hr. \$ _____

_____ **Richardson Room** \$100/5hr No food allowed unless otherwise agreed \$ _____

_____ **Classrooms** \$50/5hr \$ _____

_____ **Aleta Morris Pavilion** \$100/per 5hr. \$ _____

EQUIPMENT REQUESTS and SUGGESTED DONATIONS

_____ Grill/ Pavilion \$25 per event. \$ _____

_____ Additional tables \$10ea. / _____ Additional chairs \$1.50 ea. \$ _____

_____ Kitchen range use \$20/hr.* \$ _____

_____ Sound system/microphone/podium \$50 per event. \$ _____

_____ TV/DVD cart \$15 per event. \$ _____

_____ Projection screen \$10 per event. \$ _____

_____ Simple music \$250/5hr (If Available) \$ _____

Donation Dates _____

DONATION TOTAL \$ _____

All Deposits and other fees must be paid in cash 7-10 days prior to your event. Half of the cleaning deposit will be returned at the time the building lock-up and the Check List is returned. The remainder of the cleaning deposit shall be returned within ten business days of the event only if the rental area is left clean and orderly.

Cancellations and Inclement Weather Policy If there is inclement weather and the Waterford Township Schools are closed, the building will be closed, and no events will be held. There will be no charge to you if this occurs. **If the event is cancelled for any other reason, all charges will still apply to the user.**

Use of Facilities Agreement for Non-Parish Events

Please Initial

____ **Basic Set-Up and Clean Up: Richardson** Hall and its tables will be clean at the time of your event. Round tables will be set with 8 chairs each (up to **72-75** people). Two highchairs are available. 4-10' long tables will be placed along the west wall, and beverage service is suggested along the north wall. Two large trash cans with bags plus a recycling bin (not for food trash) will be available. Please clean up spills with brooms or mops found in the kitchen storage room.

____ **Indoors: You** agree to return the rooms used swept clean and with trash removed to the dumpster and tables and chairs where you found them. Additional tables and chairs may be provided for an additional fee as listed on page one of this contract. Candles or other open flame devices are prohibited.

____ **Outdoors:** You shall not use fireworks of any kind. You shall not use the firepit. You agree to pick up any trash left outside and dispose of it in the dumpster. Possession or use of firearms on the property is prohibited.

____ **Food: You** will bring your own food, beverages, and everything needed to serve your guests at the time of the event. Please do not "borrow" our beverages, condiments, or paper products. You agree to provide table coverings for all tables when food is being served. Our tables are 60 inches in diameter. No food, beverages, or condiments shall be left on the premises.

____ **No smoking:** St. Andrew's is a smoke-free campus and smoking is not allowed in the building or on the grounds.

____ **No alcohol:** Our insurance prohibits alcohol use within our building or on the church grounds. You agree not to provide alcohol at your event or to allow guests to bring alcohol.

____ **Kitchen:** This Agreement allows the use of the kitchen for cleanup, storage and serving. Unless specified in the Agreement, you shall not use our stove top or oven. Using our serving dishes, trays, cutlery or utensils is prohibited.

____ **Other rooms:** You do have access to our restrooms, kitchens, and the area(s) specified in the Agreement. You agree not to use any other rooms or allow access to your guests. You shall not use our TV, sound system, or other equipment unless arranged in advance on this form.

____ **Closing Up:** When leaving the building, you agree to secure all windows and doors and turn off all lights including the restrooms; check for running water in kitchen and bathrooms; and remove bagged trash to the dumpster. St. Andrew's personnel will lock exterior doors.

____ **Building Close Up Check List:** You agree to return the signed **Building Close Up Check List** upon completion of your event on the day of your event. At that time half of your cleaning deposit will be returned, assuming you left the place in good order.

ALL TERMS IN THIS FORM MUST BE REVIEWED AND INITIALED PRIOR TO FINALIZATION.

The person signing this form agrees on behalf of themselves, their group and/or their guests, to follow and abide by the terms of use stated therein and is responsible for all suggested donations and clean-up. Receipts for all donations will be issued for tax purposes.

Signed by _____ Approval _____ Date _____