

Facility Use Policy

In an effort to reach out in service to our community, it is the policy of the Parish Vestry that the Parish Church, Chapel, Ebsworth Life Center (“ELC”) and parking lot (collectively the “Facilities”) may be used from time to time for purposes and activities other than those directly associated with the operation of the Parish. All activities on and use of the Facilities shall be in strict accordance with this Facility Use Policy. Users shall agree to be bound by this Facility Use Policy.

CONDITIONS OF USE

User hereby agrees to adhere to the following conditions on their use of the Facilities:

1. Alcohol may not be served at any outside event without the written permission of the Parish. In the event permission to serve alcohol is granted, all applicable Church, City, and State rules and regulations must be followed.
2. Smoking is not allowed in any building on campus. Smoking may be permitted on a case by case basis by the Chief Operating Officer and/or the Rector in a designated outdoor area. If such approval is granted, the user is responsible for provide appropriate receptacles for ashes and debris, and for policing the area at the conclusion of the event.
3. Guns are not allowed in the Parish Facilities with the exception of active duty law enforcement officers.
4. Marijuana use is not allowed in the Parish Facilities.
5. Outside events must be conducted in a manner that cannot be deemed discriminatory. Events shall not include prohibitions based on age, race, gender, religious affiliation, sexual orientation and/or disability.
6. Groups or individual users may not charge a fee for the use of Parish Facilities without prior written permission of St. Thomas Episcopal Church unless such fee is to defray:
 - Instructional Expenses for materials and/or leadership
 - Organizational dues or assessments to meet group operating expenses
7. Use of any decoration in the Facilities must be pre-approved in writing. If approved guidelines for the use and attachment of decorations will be provided. Failure to follow Decoration Guidelines will result in forfeiture of damage deposit, and may result in additional damage charges.
8. The use of candles in the ELC is not permitted.
9. Evening events are to be concluded by 9:00 pm unless prior arrangements have been made and approved in writing. Events exceeding their agreed upon time period will be subject to an additional fee.
10. Users must limit their use to the pre-agreed upon spaces and/or areas. Use of unauthorized areas may result in forfeiture of damage deposit and additional fees.
11. Users are responsible for leaving the Facilities in a condition that is appropriate for the next user group. All rooms must be left neat and tidy, and all furniture/equipment must be returned to its customary position unless prior arrangements have been made and approved in writing. Additional janitorial fees may be charged if facilities are not returned to their original condition.



12. If a caterer is required for an event, the caterer must be pre-approved by the Parish. Any damage caused by a caterer is the responsibility of the organization or individual signing this Agreement.
13. Groups or individuals using the Facilities and equipment of the Parish will be held responsible for all loss or damage to Parish property during the period they are using the Facilities. The Facilities and/or equipment of the Parish may not be moved, removed or modified.
14. All fees and deposits must be paid prior to the date of use.

DAMAGE DEPOSIT

A damage deposit check for \$150.00 payable to St. Thomas Church must accompany the Facility Use Agreement when it is signed and submitted by the User. If the Facilities are left in good order, the check will be returned uncashed.

FEES FOR USE

User shall pay the fee identified on the first page of the Facility Use Agreement (the "Use Fee") for use of the Facilities, no later than the date specified in the agreement.

EVENT STAFFING

The Parish may require that outside events be staffed by a member of the Parish staff as a condition of approval. In such cases the costs associated with the staff member will be included in Use fee. Staffing requirements will be determined by the Chief Operating Officer on a case by case basis.

INSURANCE

User shall, upon request of the Parish, provide evidence of liability coverage for the date of the use of the Facility naming the Parish as an additional insured.

INDEMNIFICATION

In consideration for the right to use the Facilities of the Parish, the User agrees to indemnify, defend and hold harmless the Parish, its officers, agents and employees from and against all claims, liabilities, damages and expenses, including reasonable attorney's fees arising out of or connected with the User's occupancy or use of the Facilities by the User's officers, employees, members, agents, clients, guests and invitees; further, User hereby waives any claims it might have against the Parish, its agents, employees, guests and invitees, for injury or damage to persons or property arising from User's occupancy and use of the Facilities, except to the extent that such claims may be directly attributable to the negligence of the Parish, its agents or employees, or to a condition of the Facilities which was not called to the attention of the User and which was not attributable directly or indirectly to an act or omissions of the User. Notwithstanding anything to the contrary, the Parish shall not be liable to User or to any insurance company insuring User, if the casualty causing any loss or damage was, or could have been, covered by insurance obtained by the User.

RESPONSIBILITY FOR DAMAGES

User agrees that it will be responsible for any damage to the Facilities and furnishings and equipment contained therein that occurs during User's use of the Facilities. The User may request a pre-event inspection of the Facilities. The User may request an inspection of the Facilities and its furnishings and equipment with a representative of the Parish to establish the condition before and after the use of by User.

RIGHT TO REMOVE

The Parish reserves the right to remove any persons from the Facilities who, in the sole discretion of the Parish, are unauthorized, who are creating an unnecessary disturbance, who are jeopardizing the health, safety and welfare of other occupants or who are creating a risk of imminent property damage to the Facilities.

AUTHORITY

The signer of the Facility Use Agreement, if signing on behalf of an entity, hereby represents that such signatory is authorized to bind the entity.

GOVERNING LAW

This Agreement shall be construed and governed by the laws of the State of Washington.

SEVERABILITY

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected or invalidated thereby.

ATTORNEYS' FEES

In the event that an action or suit is initiated regarding this agreement, the prevailing party shall be entitled their reasonable attorneys' fees and costs, including expert witness fees and costs.

2017 FACILITY USE FEES

FACILITY USE FEES - OUTSIDE GROUPS	1/2 DAY RATE	FULL DAY RATE
Church*	\$ 450	\$ 700
Great Hall	\$ 350	\$ 900
Great Hall & Kitchen	\$ 475	\$ 1,000
Kids' Club Classroom	\$ 150	\$ 300
Middle School Classroom	\$ 150	\$ 300
Library/Conference Room	\$ 150	\$ 300
Meeting Room 125	\$ 150	\$ 300
Meeting Room 126	\$ 150	\$ 300
Combined Meeting Room 125/126	\$ 250	\$ 450
Childcare Room	\$ 150	\$ 300
Non-Member Funeral Rate- Church Use	\$ 600	-----

FACILITY USE FEES - PARISH MEMBERS	1/2 DAY RATE	FULL DAY RATE
Church*	\$ 225	\$ 350
Great Hall	\$ 175	\$ 450
Great Hall & Kitchen	\$ 237.50	\$ 500
Kids' Club Classroom	\$ 75	\$ 150
Middle School Classroom	\$ 75	\$ 150
Library/Conference Room	\$ 75	\$ 150
Meeting Room 125	\$ 75	\$ 150
Meeting Room 126	\$ 75	\$ 150
Combined Meeting Room 125/126	\$ 125	\$ 225
Childcare Room	\$ 75	\$ 150

A/V EQUIPMENT USE FEES	MEMBERS	OUTSIDE GROUPS
Sound System w/ Microphone	\$ 25	\$ 50
Video Projector & Screen	\$ 50	\$ 100

OTHER FEES

Security Deposit	\$ 150
Piano Use Fee	\$ 100

* Includes use of Ebsworth Life Center Restrooms

GREAT HALL/KITCHEN EQUIPMENT USE INFORMATION

The following items and equipment are available for use as a part of the use fee for the Great Hall and Kitchen:

TABLES

- 16 – 24" x 60" rectangular rolling tables
- 10 – 30" x 72" rectangular folding tables
- 18 – 30" x 96" rectangular folding tables
- 24 – 60" round folding tables

CHAIRS

- 130 padded stacking chairs (7 chairs fit comfortably at the 60" round tables)

AUDIO/VISUAL EQUIPMENT

- Hand-held microphone with stand and amplification system (MP3 portable music players can be plugged in to the system to provide background music)
- Ceiling-mounted projector and electronically controlled wall screen (Computer or DVD player can be attached to provide video content)

KITCHEN EQUIPMENT

Use of the kitchen appliances requires prior approval and/or training by the St. Thomas Kitchen Coordinator or Chief Operating Officer.

- Southbend 4-burner gas range with griddle
- Blodgett gas convection oven
- Hobart automatic dishwasher
- Grindmaster automatic coffeemaker

DISHWARE, FLATWARE, GLASSWARE

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|---------------------------|---------------------------------------|
| • 250 white dinner plates | • 250 small spoons |
| • 250 white salad plates | • 250 dinner knives |
| • 125 white wine glasses | • 20 water pitchers |
| • 250 water glasses | • 15 coffee insulated carafes |
| • 150 red wine glasses | • 9 air pots, 12 cups/coffee each |
| • 120 champagne flutes | • 160 coffee cups |
| • 250 dinner forks | • 4 chafing dishes, fuel not included |
| • 250 salad forks | |

If you require items that are not on this list, please feel free to arrange to rent them as needed. Please note as described below that rental equipment may be delivered only on the day of the event and it must be removed at the conclusion of the event.

USE OF THE GREAT AND HALL AND KITCHENS FOR FUNERAL RECEPTIONS IS SUBJECT TO THE FOLLOWING CONDITIONS:

- Rental equipment including, but not limited to tables, chairs, dishes and linens must be delivered and picked up on the day of the event. If the caterer arranges for the rental equipment, it is their responsibility to be sure that it is removed in a timely manner at the conclusion of the event. The caterer or a member of the family should be present to accept delivery of rental equipment.
- The church staff will identify a place for the storage of rental equipment and food prior to the start of the event. Because there are generally multiple events in the Great Hall each day, please be sure to use only the identified spaces.
- Food and beverages for the event should be delivered on the day of the event. All unused or extra food and beverages must be removed from the kitchen at the end of the event.
- Personal remembrances such as photos and keepsakes may be displayed at the reception. Please remove them at the end of the event.
- No decorations are to be attached to the walls or woodwork in the Great Hall without prior approval. All decoration should be removed at the end of the event.
- The church staff will store the chairs and tables at the end of the event.
- If the event is catered, the caterer is to clear all dishes, glasses, and flatware and prepare them for washing, which will be completed by St. Thomas staff.
- The caterer should dispose of all trash in the parking lot dumpsters, and be sure that all unused or extra food and beverage items are removed. The kitchen should be left in the condition in which it was found.
- PowerPoint or other computer remembrance slide shows can be projected during the reception. Please plan to use your own laptop, and the church will arrange for the projection during the event. It is a good idea to come to the Great Hall during regular office hours (8:30 am to 4:30 pm, Monday through Friday) to test the program and connections.
- Background music and other audio remembrances can be played at the reception through the sound system. This can be done with the recording played through an iPod, iPhone or other MP3 player. The church will arrange for the audio material to be played.
- Please make every effort to conclude the event and clean up by the pre-arranged time. On most days there will be multiple events in the Great Hall, and very often there will be another event following a reception.