

**St. Timothy's Episcopal Church
Signal Mountain, TN**

Notice to Applicants for Use of Church Buildings

The facilities of St. Timothy's are available for reservation and use for non-church functions, events or meetings. A non-church function, event or meeting is one that is not open to the congregation and does not necessarily relate to the mission of St. Timothy's. Such functions include but are not limited to private events such as bridal or baby showers and birthday parties, school and educational events, or meetings of non-profit and non-political organizations.

The following rules have been reviewed and approved by St. Timothy's Rector and Vestry to apply to such functions:

GENERAL USE

The facilities are available to individuals and/or community-oriented groups of a non-profit, non-political nature based on the attached fee schedule. If a profit is to be made, approval **MUST** come from St. Timothy's Wardens.

Arrangements for use of St. Timothy's facilities may be made by submitting a signed Application Form to the Parish Administrator. The Application Form is available online or from the Parish Administrator. Reservations are not final until approved by the Parish Administrator.

Fees and deposits for use of the facilities must be received at least seven (7) days before the scheduled event.

It is expressly understood that any church function automatically takes priority over any non-church related use of St. Timothy's facilities.

Preceding the event (but not more than 24 hours), a key may be obtained from the Parish Secretary, Monday through Friday between the hours of 9 a.m. and 4:30 p.m. After the event the key is to be left in the box on the Parish Secretary's door. Please lock the Parish Hall door and exit the building through the kitchen door.

APPLICATION, LIABILITY & INSURANCE

At least one individual or representative of the group will be required to sign an Application Form to use the facilities, *including a liability waiver form*. Any individual or group reserving Church facilities will be responsible for any damage or injury to real or personal property occasioned by said use.

A Certificate of Liability and Property Damage Insurance of not less than \$1,000,000.00, naming St. Timothy's Episcopal Church as an "additional insured" may be required by the Vestry, and must be on file with the Parish Administrator a minimum of five (5) business days before the use of church facilities. The Church specifically reserves the right to cancel the event if said proof of insurance is not provided.

CANCELLATION

In the event unforeseen needs of the Church force the Church to cancel a reservation, every effort will be made to arrange an alternative space or time.

In the event the individual and/or group reserving the Church must cancel a reservation, notice of cancellation must be received by the Parish Secretary at least 48 hours before the scheduled event. It is expressly understood that use of Church facilities entails advance preparation of the space and labor. As such, in the event notice is not provided at least 48 hours in advance, the Church may retain the sexton's fee to offset the cost of preparing the facilities for the event.

LIMITATIONS

The kitchen is not to be used unless approval has been given. **NO supplies** (paper goods, dish towels, foodstuffs, coffee, etc.) are furnished. Individuals and groups must supply their own. Tablecloths are available at additional cost when permission and arrangements have been given during the reservation process.

Children are to remain with an adult over the age of 18 years at all times. Under no circumstances are children to be left unsupervised either inside or outside the Church. Childcare is the sole responsibility of the individual and/or group using the Church. **The Preschool area is off limits. It is expressly understood that this requirement is not only for the protection of St. Timothy's property, but also for the safety and security of all children while at St. Timothy's.**

Groups meeting regularly at St. Timothy's are **not** to store any equipment in the church buildings. Permission must be obtained from the Parish Administrator to store equipment. The church accepts no responsibility for items or articles left at the church.

The copy machine is not to be used without permission from the Parish Secretary. There is a charge for the use of the copy machine.

Restrictions on the service and consumption of alcoholic beverages at St. Timothy's:

- There is to be no possession or consumption of alcohol on the property, either buildings or grounds, without approval of the Clergy and Vestry. A bartender with a server permit may be required by the Vestry in order to serve alcoholic beverages at an event.
- No open containers of alcohol will be removed from the premises.
- The group or organization is responsible for verification of legal drinking age.

Smoking is not permitted at St. Timothy's Episcopal Church or on any of its grounds.

Candles or open-flame devices are not permitted except in the Nave or Chapel during religious services.

St. Timothy's wishes to be a good neighbor and an active participant in community affairs but, at the same time, there is a responsibility to the parish for the safekeeping of its properties. Therefore, any laxities by those using the premises, such as leaving lights on, windows open, doors unlocked, premises unkempt, key not returned, etc., may result in having the privilege withdrawn.

Rev: May 11, 2015

Application for Room Use at St. Timothy's Episcopal Church

I/We would like to use the following facilities:

Room(s) _____

Date(s) _____

Purpose(s) _____

Time _____ (AM/PM) until _____ (AM/PM)

Anticipated number of attendees: _____ (adults over age 21), _____ (children)

Name and telephone number of Caterer (if applicable): _____

Is permission to serve alcoholic beverages requested? _____ (yes)/_____ (no)
If Yes, _____ (wine), _____ (beer), _____ (other: _____)

I/We agree to leave the premises in an orderly condition: that is, all doors locked, all lights turned off, trash in wastebaskets, kitchen (if used) all secured with dishes washed and put away. NO smoking is permitted in any part of the church buildings.

If a key is needed, it will be available 24 hours before the scheduled date, and it is to be returned within 24 hours after the event.

The person in charge of the group or the organization requesting the use of St. Timothy's facilities will be responsible for any damage, breakage, theft, etc of church property.

Please see the attached rate chart for facility use charges.

Name of Organization

Person(s) Responsible for Group

Telephone Number(s)

I/we acknowledge having read the *Notice to Applicants for Use of Church Buildings*, and this application, and specifically agree to the terms and conditions of use set forth therein.

Signature

Signature

Date

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISKS
AND INDEMNITY AGREEMENT

To the fullest extent permissible by law, the undersigned agrees to indemnify, defend and hold harmless St. Timothy's Episcopal Church and the Episcopal Diocese of East Tennessee and their respective officers, directors, employees, agents and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages and /or expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against St. Timothy's Episcopal Church and the Episcopal Diocese of East Tennessee and their respective officers, directors, employees, agents arising out of or in any way related to the use of the premises or property of St. Timothy's Episcopal Church by the undersigned.

_____	_____
Date	Name of Group
_____	_____
Signature	Title