

ALL SAINTS' PARISH HOUSE RULES (rev.10.17)

(For Events not hosted by the Church)

1. Smoking and use of e-cigarettes is prohibited throughout the church buildings and grounds.
2. Alcoholic beverages are prohibited for any non-church sponsored activity or event.
3. The maximum capacity of the Parish Hall is 100.
4. Church events and activities, such as funerals and weddings, take priority over all other events on the calendar. The Parish House will not be available for rent during the Advent and Lent seasons.
5. The responsible party/contact for any event in a church building must be at least 21 years of age.
6. Furniture, equipment, and other items in the Parish House are to be used only in the Parish House and should not be removed from the building, unless approved in advance by the Vestry. Parishioners may borrow the 8 foot tables and the metal chairs for personal use, but this must be approved in advance and signed out with the Parish Administrative Assistant. Items borrowed from the Church must be returned within one week.
7. Furniture cannot be moved from room to room except under the guidance of the Junior Warden or the Kitchen Committee Chair. Under no circumstances will furniture block entry/exit areas or access to other areas.
8. Pictures and wall hangings should not be removed from the walls except under the guidance of the Junior Warden or the Kitchen Committee Chair.
9. Do not use scotch tape, nails, tacks or pushpins on any wall or wood surfaces in the buildings. Special adhesive products, made for poster displays or decorations, may be used.
10. Ice should not be removed from the ice maker in the Parish House. Do not place purchased ice in the ice maker and do not place items inside the ice maker; it is not to be used as a cooler.
11. Use of candles is prohibited, unless approved in advance by the Vestry.
12. If additional chairs are needed, the metal folding chairs may be used at no cost.
13. The Parish Hall and other areas of the Parish House used for the event must be cleaned immediately after the event. Cleaning should include these tasks:
 - a. Wipe off all kitchen counter tops.
 - b. Empty trash containers and replace the trash bags with the provided bags. Remove all trash from the premises.
 - c. Remove food from refrigerator and the ovens, but do not clean the ovens.
 - d. **DO NOT SCRAPE ANY FOOD INTO THE SINKS.** There is no garbage disposal and food will clog the sinks. (The renter will be billed if a plumber is required.)
 - e. Sweep the floors; wipe up any wet spills, but mopping is not required.
 - f. Remove trash and personal items from the bathrooms.
14. Before leaving the building, make sure that all appliances are turned off.
15. Turn off all the lights, including the bathroom lights, and lock the doors but leave the kitchen storm door unlocked.
16. Return all keys to the Parish Administrative Assistant the first business day after the event.
17. Please be conscious of energy use during your event. (Do not attempt to turn the air conditioning below 70 degrees; the thermostat will not allow the system to go below that. Please return the system back to the original setting when you leave. There are two thermostats in the main parish house room; the one on the east side for heat, the one on the south wall is for air conditioning.)
18. If problems arise during your event, call the emergency contact listed on the kitchen bulletin board.

VS10.17

RESERVATION GUIDELINES FOR USE OF ALL SAINTS' BUILDINGS

Guidelines for Members of All Saints' Church

1. Parishioners may reserve the Parish House for hosting personal, private, nonprofit -related activities free of charge, such as birthday parties, baby showers, etc.
2. All reservations of the Parish House must be scheduled at least one month in advance with the Parish Administrative Assistant who maintains the official calendar. Committee Chairmen of All Saints' organizations should schedule reservations for church related activities as early as possible. Church activities take priority, but should a scheduling conflict arise, the Senior Warden and/or the Rector/Vicar will resolve the situation.
3. Space cannot be reserved for more than two consecutive days without Vestry approval.
4. Church hosted events in the Parish House will be coordinated by the Kitchen Committee Chairperson. The Chairperson should be notified in advance of the planned event. The Kitchen Committee will provide support and coordination as needed.
5. Tablecloths are available at the Parish House for Church sponsored activities *only* and not for private events.
6. The Mullen Room in the Parish House and the Conference Room in the Administrative Building may also be reserved for small groups.
7. Parishioners who request to rent the Parish House on behalf of a non-member, club, or community organization, such as a class reunion, retirement party, or family reunion, should refer to the Guidelines for Non-Members.
8. All Saints' retains the right to cancel any rental agreement if the church needs immediate use of the space, for example for a funeral reception.
9. Only the Rector/Vicar or the Vestry may grant exceptions to these guidelines.
10. For a wedding celebration or funeral, please consult the Church's guidelines for Weddings and Funerals.

Parishioner Responsibilities

1. Parishioners are not required to pay a deposit or rent, but they will be responsible for any damage or loss which occurs during their event, or if repairs or extra cleaning is necessary.
2. Parishioners are responsible for cleaning the space immediately following an event.
3. The Parish Sexton/and or the Parish Administrative Assistant will inspect the building after each reservation.

RESERVATION GUIDELINES AND FEES FOR USE AND RENTAL OF ALL SAINTS' BUILDINGS

Guidelines for Non-Members of All Saints'

1. The All Saints' Parish House is available for rent. Rental will include the main room, kitchen (if needed), and bathrooms. Tables and chairs are available for use. **Kitchen supplies, food items, dishwasher, and other equipment are not available for use by renters.** Other areas, including the Mullen Room and the Conference Room (in the Office Building) are available for rent for an additional fee.
2. All reservations of the Parish House must be scheduled at least on month in advance with the Parish Administrative Assistant who maintains the official calendar.
3. **Renters and/or their caterers will provide their own tablecloths, food, beverages, glassware, china, eating utensils, serving containers, paper products, and decorations.**
4. The Parish House may not be used for any commercial purposes, including fundraisers, without the approval of the Vestry.
5. The Parish House may not be used by any political organization for partisan activity.
6. Maximum rental period will be two consecutive days; long term rentals are not permitted.
7. All Saints' Vestry retains the right to cancel any agreement (and return funds) should the church need immediate use of the space; for example, for a funeral reception.
8. Only the Rector/Vicar and the Vestry may negotiate different fee amounts or rental options.
9. Renters are responsible for cleaning up immediately after their event.
9. Deposits are due when the reservation is made; rental fees are due on week before the date of the event.

Fee Schedule

Option 1: For groups of over **50**, the cost for rental will be:

- a. **\$300 per event** – payable to All Saints' Episcopal Church one week prior to the event. The rental period is for one day (8 a.m. to 2 a.m. the next morning.)
- b. **\$100 deposit** – payable to All Saints' Episcopal Church at the time the reservation is made. This fee is refundable if not needed for any damage, loss, or extra cleaning. The renter will be responsible for any damages that exceed the deposit amount. The Parish Sexton and/or the Parish Administrative Assistant will inspect the building after each rental event.
- c. **Optional- \$150--** per day for event preparation. For example, if the building is used for a Saturday night event and set up/decorating is done on Friday night, the total fee is \$450, plus the deposit.

Option 2: For groups of **49 or less**, the cost for rental will be:

- a. **\$150 per event** – payable to All Saints' Episcopal Church one week prior to the event. The rental period is for one day (8 a.m. to 2 a.m. the next morning.)
- b. **\$100 for deposit** – payable to All Saints' Episcopal Church at the time the reservation is made. This fee is refundable if not needed for any damage, loss, or extra cleaning. Any damages or loss above the deposit amount will be assessed additionally. The Parish Sexton and/or the Parish Administrative Assistant will inspect the building after each rental.
- c. **Optional- \$150** per day for event preparation. For example, if the building is used for a Saturday night event and set up/decorating is done on Friday night, the total fee is \$300, plus the deposit.

Option 3: A rental fee of **\$100** will be charged for non-member's musical recitals when the reservation is made. No deposit will be required, but the renter will be responsible for cleaning up after the event and any damage that occurs during the event.

Option 4: For non-profit or governmental groups, such as hospitals or schools, the cost for rental of the parish house will be:

- a. **\$100 for rental per day** – payable to All Saints' Episcopal Church one week prior to the event.
- b. **\$100 for deposit** – payable to All Saints' Episcopal Church at the time the reservation is made. This fee is refundable if not needed for any damage, loss, or extra cleaning. Any damages or loss above the deposit amount will be assessed additionally. The Parish Sexton and/or the Parish Administrative Assistant will inspect the building after each rental.
- c. **Optional- \$100** per day for event set up/preparation. For example, if the building is used for a Saturday night event and set up/decorating is done on Friday night, the total fee is \$200, plus the deposit.

Application for Building Rental

All Saints' Episcopal Church Roanoke Rapids, NC

Name of Organization _____

Address of Organization _____

Event Contact Person _____ Title _____

Email Address _____ Member of All Saints' ____ Yes ____ No

Phone (Home/Office) _____ (Mobile) _____

Building/Room(s) Requested _____

Date of Event _____

Number of Days/Hours Needed (including set up and cleanup) _____

Type of Event _____

Number of Guests Expected _____

Number of Tables Needed _____ Number of Chairs Needed _____

Will the event require Kitchen and Food Preparation areas? ____ Yes ____ No

Other Details _____

With my signature, I acknowledge that I have received, read, understand and agree to abide by the guidelines for building rental at All Saints' Episcopal Church. I understand I am responsible for the activities and conduct of this event and I acknowledge that penalties may apply, including forfeiture of the deposit, if any rental guideline is violated.

Signature _____ Date _____

For office use

Total days/hours requested: _____ Rental Option: _____ Total Due: (If applicable) _____

Deposit Paid: _____ Date: _____ Rent Paid: _____ Date: _____

Key Returned: ____ Date: _____ Deposit Refund Due: ____ Additional Amount Due for damages or extra cleaning: _____

Exceptions Requested: _____ Approved: (Rector or Senior Warden) _____

Approved by the All Saints' Church Vestry 8-7-17