

REQUEST FOR USE OF FACILITIES

(complete and email to office@christchurchville.org)

NAME OF GROUP _____

CONTACT PERSON _____

PHONE (H) _____ EMAIL _____

PURPOSE FOR USE OF SPACE _____

NUMBER OF PEOPLE EXPECTED _____

DATE OF EVENT _____ TIME OF ARRIVAL _____ TIME OF DEPARTURE _____

SUPPLIES/SERVICES NEEDED _____

ROOM (CAPACITIES) AND FEES

Meade Hall (200) \$250 ____; Monticello Room (100) \$150 ____; Sanctuary \$500 ____

Gibson Room (50) \$150 ____; Donovan Room (25) \$100.00 ____; Kitchen - Meal \$100 ____;

Services of the sexton \$200 (per 3 hours) X Mandatory, non-negotiable

The above contribution is for three (3) hours. Each additional hour add \$25.

TOTAL COST _____ DATE PAID _____

POLICY

1. Please be sure that all arrangements for use of building have been cleared through Marcy Hooker or Lyn Gunsalus. A "Use of Facilities" form must be filled out and left on file in the church office. Contact person will be notified status of request as soon as possible.
2. No alcoholic beverages may be served without expressed consent in the building or on church grounds. Under no circumstances will beer or hard liquor be allowed on the premises.
3. Smoking is prohibited in the church building. Please announce this to your group.
4. This building is to be used by Civic, Service and Social groups as space and schedules permit.
5. It is understood that scheduling of Christ Church groups take precedence over scheduling of other organizations and groups.
6. All activities will be compatible with the mission of the church.
7. All fees are payable in advance. Please make checks payable to Christ Episcopal Church.
8. No decorations may be attached to furniture or walls by pinning, gluing, or nailing.
9. No food may be served or taken from the Monticello Room, Meade Hall or the Gibson Room. If refreshments are served, be sure they are served on appropriate tables and no food or beverage is placed on pianos, window ledges, etc. and that there are napkins available and any spills are cleaned up.
10. All food prepared in church must be prepared in a kitchen.
11. Users of space should not indicate that their event is sponsored by Christ Church.
12. Users must limit their activity to area approved for use.
13. Groups using the building are requested to clear the building and parking lot by 11 PM.
14. The sexton or housekeeper will check to see that the room has been cleaned up, windows shut, lights turned off, doors to the outside locked, and when used, that the air conditioner has been turned off.
15. The undersigned assumes full responsibility for the above conditions for use of Christ Church facilities. That person shall be liable for any breakage or damage that may occur during use.

I, _____, representing _____

do hereby certify that I have read, understand, and agree to abide by the policy set forth governing the use of Christ Episcopal Church property, and agree to be held responsible for the facilities and property entrusted to me (us). We further agree to hold Christ Episcopal Church harmless from any loss or liability arising from our use of the building.

SIGNATURE _____ DATE _____

CHRIST EPISCOPAL CHURCH

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