

FACILITIES USE APPLICATION, AGREEMENT, and FEE SCHEDULE



CHRIST
EPISCOPAL
church

Christ Episcopal Church
1215 State Street
Bowling Green, KY 42101
270.843.6563
www.cecbg.com

Vonda K. Garringer, Parish Administrator
vonda@cecbg.com

PLEASE PRINT

Applicant Name _____

Contact Name _____

Address _____

Phone _____ **Email** _____

Date(s) and Time(s) Requested _____

Describe Event _____

- Room(s) Requested**
- | | | |
|---|---|--|
| <input type="checkbox"/> Moore Hall | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Gathering Area | <input type="checkbox"/> Surface Hall | <input type="checkbox"/> St. George Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Upstairs Sunday School Rooms | |
| | <input type="checkbox"/> Downstairs Sunday School Rooms | |

AGREEMENT – In return for the use of the facilities, the above named organization and individual signing on behalf of the organization agrees to as follows:

1. The scheduling of date(s) and time(s) on the church calendar will be confirmed once the completed Facilities Use Application and Agreement, Certificate of Liability Insurance, and the \$25.00 non-refundable deposit have been received by the Parish Administrator.
2. The cost of the facilities use is detailed on the attached Fee Schedule. **All fees are due three (3) business days prior to the commencement of the function.** Additional fees will be assessed for additional clean up, rooms, or services.

3. The organization named above is a not-for-profit organization and the facilities use shall not be for commercial purposes. The mission of the above named organization and the intended facilities use shall be consistent with the mission of the church.
4. The use of alcoholic beverages is not permitted in the facilities nor on the grounds of Christ Episcopal Church. Christ Episcopal Church is a smoke free campus.
5. All functions shall be concluded, cleaning completed, and the building closed no later than 10:00 p.m.
6. The above named organization and individual named above shall be each responsible for leaving the church facilities in the same condition in which they were found, including, without limitation, furniture returned to their customary position, kitchen equipment left clean, and returned to cabinets, floors swept, garbage emptied. The above named organization and individual further agree to insure that the use of the facilities will not produce extraordinary wear and tear on the facility. No items may be affixed to walls or furniture. No paper supplies or materials belonging to the church may be used.
7. Requests for audio and/or visual equipment such as DVD, Powerpoint, internet access or other special a/v needs must be made at least one week prior to the event. See fee schedule for AV assistance and usage.
8. Requests for security, cleaning, movement of furniture, shall be made by the above named organization no later than three (3) business days prior to the use of the facility. Additional fees are assessed for these services.
9. The above named organization and individual named above shall be each personally responsible for any loss or damage resulting from the use of the church property. The above named organization and individual named above shall be each personally responsible for insuring that the facility is locked and secured at the conclusion of the use of the property. The security alarm system shall be activated. **An additional \$50.00 charge will be assessed against the organization and individual in the event of a false alarm or break-in.**
10. All keys/cards to the facility shall be returned to the parish administrator no later than the close of business on the next business day following the use of the facility.
11. All groups using Christ Episcopal Church facilities are asked to park along the streets where lawful or to use Christ Church's parking lot at the corner of College Street and 12th Street. All groups using Christ Episcopal Church facilities are asked not to use the parking lots of the Warren County Public Library or the property across State Street. Any vehicles doing so are subject to towing.
12. The organization and individual named above shall use no other parts of the church facility or church personal property except as set forth in this document.

- 13. The organization and individual named above, individually, agree to INDEMNIFY and HOLD HARMLESS the Christ Episcopal Church from any and all claim for personal injury, death, property damage or liability which may result from the use of the facility including, without limitation, court costs and reasonable attorney fees. The organization further agrees to provide proof of general liability insurance, which covers the organization, and the intended use of the church facility in an amount and in such form as Christ Episcopal Church may require.

- 14. By their signature below, the applicant organization and the responsible individual agree to the terms of this agreement and to be individually responsible for damage which may result from the obligations created by this agreement.

On behalf of the Applicant Organization

SIGNATURE _____

PRINTED NAME

TITLE _____

DATE

On behalf of Christ Episcopal Church

SIGNATURE _____

PRINTED NAME

TITLE _____

DATE

Received \$25.00 Non-refundable Deposit.	
Check Name _____	Check No. _____
Received By _____	Received Date _____

FEE SCHEDULE

1. Weddings

Please see wedding guidelines for fees.

2. Funerals – No fees.

3. Moore Hall, Gathering Area, Kitchen

- a. \$100 – Weekday event held during church office hours.
- b. \$250 – Weekend or evening event after 4:30 p.m.
- c. For groups larger than 50, additional fees will be charged for cleaning.

4. Surface Hall, St. George, Conference Room, Sunday School Rooms (upstairs or downstairs)

- a. \$25 – Weekday event held during church office hours.
- b. \$50 – Weekend or evening event after 4:30 p.m.

5. Audio Visual

- a. \$100 – Projector and/or Sound System
- b. \$100 – A/V Team Assistance

*Approved by the Vestry of Christ Episcopal Church of Bowling Green, Kentucky
December 2012*