

Rules and Fees for use of Resurrection's Facilities

| | |
|--|-------------|
| Rules for Usage | page 02 |
| Weddings | page 03 |
| Funerals | page 04 |
| Parties/Receptions/Meetings/Dinners | page 05 |
| Anniversaries, Birthdays, Baby / Wedding showers/ Funeral Receptions, Graduations, Retirements, Scouts, (Boys, Girls, Cubs), AA groups, AARP, Blood Drive, Health Screenings, Youth Group, Copley Kids Spaghetti/Bingo, Seder, Fund Raiser, Pot Luck, Soup Suppers Sunday School Picnic, , Group meetings with food, etc. | |
| Blank | page 06 |
| Building Usage/Application Agreement..... | pages 07-08 |

Rev. May 2009

Rev. October 2013

Rules and Fees for use of Resurrection's Facilities

Rules to be followed by those wishing to use Resurrection's facilities.

Permission for use of any or all of Resurrection's buildings and/or equipment rests with the Vestry which is responsible to the Congregation as Owners of the property. The Property Warden and the Rector are authorized by the Vestry to act in their behalf in approving or denying use of church facilities and equipment in accordance with the guidelines set forth herein. An exception to this guideline is for funeral arrangements; in which case, the Rector will have that authority.

Resurrection reserves the right to refuse use of facilities to any person, group or organization.

Active members are welcome to use the Church facilities, subject to usage guidelines and appropriate fees. Non-members may also use the facilities, subject to availability, usage guidelines and appropriate fees. (Member use will be given priority over non-member use if a conflict occurs and funerals will take precedence over any other event). All applications and permits must be completed and approved two weeks prior to the event.

01. NO smoking anywhere within the buildings!
02. All trash generated by the event is to be placed in trash bags and put into the dumpster by the parking lot.
03. All restrooms, hall, nursery and kitchen are to be left in a state of grace. (This means clean!).
04. The user is responsible for all table and chair setup and leaving chairs and tables in the same configuration found before the event setup.
05. Food, health, alcohol, gambling, etc. permits are the responsibility of the party requesting use of the facility
Church representative MUST see permits prior to event.
(If bringing food in from outside, or catered event, no permit is needed.)
06. Adult supervision by user group is required if children are present at the event.
07. Loud music or other noise on the parking lot is prohibited (We have neighbors who may be Annoyed and call police!). Additionally, our facility has glass-breakage sensors Incorporated into the alarm system. Very loud music **will set off the alarm**. This will require the Property Warden to come reset the system and will result in forfeiture of your security deposit.
08. The user is responsible for following common sense guidelines in applying decorations for an event. ie: do not staple, glue or nail decorations to any Church property.
(If decorations are to be used, a written request must be given to the Property Warden at the time of the application.)
09. Spillage on the carpet MUST BE CLEANED UP IMMEDIATELY!! Vacuum after event.
10. Use of Church equipment or kitchen must be pre-approved
11. Remember that you are in a CHURCH and appropriate conduct is to be expected at all times and by all persons involved in any event.
12. Activities are limited to the purpose and function of this event as defined in the application agreement. No hazardous activities are permitted. (ie. Do not sit/stand on tables)
14. Restrict activities to the area's requested in the application/agreement.
15. Lessee will indemnify and hold Resurrection harmless for any bodily injury or property damage arising from use of the premises.
16. **DO NOT BLOCK ACCESS TO ANY EXIT DOORS!**

Failure to adhere to these rules may result in additional fees or penalties being charged to the user/group.

Rules and Fees for use of Resurrection's Facilities

Weddings

A wedding information booklet is available from the Rector

Some of these fees may be negotiable, and therefore any question or problem with the fees should be discussed with the priest. All fees should be paid by the time of the rehearsal. One check may be made payable to the order of: "The Church of The Resurrection", and be given to the priest. Please be sure to include a list of the services you are paying for and the Parish Treasurer will distribute the funds as you direct.

For the Priest: \$175.00 **

For the Organist: \$150.00 *

For the Altar Guild: \$150.00 (This includes use of the candles on the altar)

For the elements of The Holy Eucharist: (Ancient custom is that the bride (Or her family) bakes or provides the bread, and the bridegroom (or his family) makes or provides the wine). In any case, it is the pleasure of the Altar Guild to provide the bread and wine for the Holy Eucharist, unless the couple should elect to follow the ancient custom.

Flowers: Whatever the florist may charge at the time, based upon the type and current price of the flowers selected). All flowers are subject to Altar Guild approval.

Member Building use fee: \$125.00

Nonmember Building use fee \$200.00

A \$75.00 non-refundable deposit (Applied to fee after event is completed) is required.

If needed, Leighton Hall (the Parish Hall) may be available for a reception for an additional fee. (See Page 05, **Parties** for a list of Parish Hall fees) (The hall seating capacity is 90).

Again, if there are any questions or difficulties, please speak with the priest.

A prayer for your future life together as husband and wife is:

*May God, by the power that turned water into wine
At the wedding feast at Cana of Galilee,
Transform your lives and make glad your hearts;
And may God grant you health and long life together.
Amen.*

**If the Parish Organist declines and you wish to have another organist perform, that organist must be auditioned by the Parish Organist to assure familiarity with our organ.*

*** Weddings performed at a location other than Resurrection, \$225.00*

(Rice, bird seed, confetti, flower petals, etc. are NOT to be used as clean up costs and risk of injury are too high)

Rules and Fees for use of Resurrection's Facilities

Funerals

Cemetery Interment Charges

Full body interment:

| | | |
|------------------|---------------|----------|
| 4Ft. X 9Ft. Plot | Parish Member | \$500.00 |
| | Non Member | \$800.00 |

Ashes interred:

| | | |
|--------------|--------|----------|
| 4 Ft. X 3Ft. | Anyone | \$250.00 |
|--------------|--------|----------|

Opening & Closing the grave full body: This must be handled by the funeral home and coordinated with the Church Property Warden.

Opening & Closing for ashes: Resurrection will perform this for a fee of \$ 75.00.

These fees are at the discretion of the Rector and may be adjusted as needed.

A booklet outlining Funerals in the Episcopal Church is available from the Rector

Please note that the Church requires a valid death certificate of the individual being interred for our records.

If a reception following the Memorial mass/interment is desired at Resurrection, you must call the following number in advance to arrange it. (410) 488-3921.

Rules and Fees for use of Resurrection's Facilities

Parties/Receptions

See table of contents for events considered to be Parties.

Fee is dependant on the nature, hours, and expected attendance for the event. Usual time limit on a party is four hours. Events exceeding this may be charged extra to cover additional utility expenses.

NOTE: Seating in the Parish Hall is limited to a maximum of 90 individuals and any event that exceeds four hours may incur additional fees as outlined in the application/agreement form.

| Half-day = four hours | Full-day = eight hours |
|-----------------------------------|-------------------------------|
| Member (Half-day No kitchen): | \$ 75.00 |
| Member (Half-day Kitchen): | \$ 90.00 |
| Member (Full-day No Kitchen) | \$105.00 |
| Member (Full-day Kitchen) | \$125.00 |
| Non-member (Half-day No kitchen): | \$125.00 |
| Non-member (Half-day Kitchen) | \$145.00 |
| Non-member (Full-day No Kitchen) | \$155.00 |
| Non-member (Full-day Kitchen) | \$175.00 |

Use of the grounds with no building access \$ 50.00

Kitchen fees will be charged if the party requires the use of any kitchen equipment such as the stove, dishwasher, coffee machine, etc.

Directions for use of kitchen equipment are posted therein and all health department regulations must be adhered to.

When food is brought in, the food must be purchased from a licensed food service facility in order to comply with Harford County Health regulations. All food prepared on site must conform to the health guidelines posted in the kitchen.

A refundable security deposit of \$75.00 will be assessed to cover the cost of cleaning or repairing any damage incurred during the event.

Permits (Food, Alcohol, gambling, etc.) are the responsibility of the party hiring the hall and MUST be shown to a church representative no less than two weeks prior to the event.

Use of refrigerator and/or freezer must be prearranged.

(Paper towels, toilet paper, etc. are stored in each restroom.)

(All other disposable products, plates, cups, napkins, coffee, creamer, sugar, etc. are the lessee's responsibility)

DO NOT BLOCK ACCESS TO ANY OF THE EXIT DOORS!

Rules and Fees for use of Resurrection's Facilities

Rules and Fees for use of Resurrection's Facilities

Facilities Usage Application / Agreement for: The Church of The Resurrection (Hereafter referred to as: Resurrection)

Payment is required in advance for all events.

Arrangements for unlocking/locking facility must be made at time of application.

A refundable security deposit of \$75.00 (Submitted as a separate check) will be assessed to cover the cost of cleaning or repairing any damage incurred during the event and may be retained by Resurrection if the Property Warden or other church member is called to be present for any reason.

Reservation

Contact the Property Warden or Rector to schedule on-site visit; and set date.
Complete Application for Facilities Use;

Application for Facilities Use

Date: _____
Person Responsible for Event: _____

Address: _____

Phone: Day: _____ Evening: _____ E-mail: _____

Name of Organization: _____

Address of Organization:

Type/Day and Date of Event: _____

Arrival time for Set-up: _____ Start of Event: _____ End of Event: _____
(end no later than 1:00 AM)

Expected Attendance: _____ (Capacity 90)

Facilities requested:

Parish Hall Main Room ___ Sanctuary ___ Kitchen/Stove ___ Tables ___ Chairs ___
(Offices and Computer Equipment are unavailable for usage and are off limits).

Fees: See attached fee schedules.

Building use reservations are tentative until all the agreements regarding payment, key arrangements and other details are met. Lessee must receive confirmation of application signed by the Church registrar. A responsible party must meet with Rector, or Property Warden onsite prior to event.

Rules and Fees for use of Resurrection's Facilities

I have read and agree to the rules and regulations contained in this form, including those listed below and on the separate form *Rules to be followed by those wishing to use Resurrection's facilities* and that all approved uses are subject to these rules. I further agree that failure to comply with these rules and regulations shall become the responsibility of my organization and/or its agents.

Signature of Responsible Person

Date

Print Name

Resurrection reserves the right to collect any deposit it deems advisable prior to permitting the use of facilities.

Approval of this application shall not express or imply Resurrection's endorsement of the event or activity; such endorsement shall not be expressed or implied in any materials produced by the sponsoring organization.

Resurrection reserves the right to cancel approval and confirmation of this event at any time for due cause, and in such case shall not be responsible for any disruption of the prospective tenant's and/or tenant organization's activities which may result. However, Resurrection agrees to make every reasonable effort to assure that all approvals and confirmations shall remain in force.

Resurrection assumes no liability for damage or injury to persons during the period covered by this application. Resurrection assumes no liability for theft or loss of any property occurring at the event covered by this application.

Resurrection reserves the right to make any additional charges to the sponsoring individual or organization and/or its representatives due to the failure of the individual or organization and/or its representatives to follow the rules and regulations for the use of the facilities as outlined in this agreement and other related documents.

For office use only

Security Deposit Check/MoneyOrder # _____ Amount _____

Rental Fee Check/MoneyOrder # _____ Amount _____

When leaving please be respectful of neighbors by keeping noise to a minimum.

Noncompliance with any of these items and/or damage to any item or facility may result loss of deposit and further charges.