

**Church of the Epiphany
Building Use Contract**

Purpose

The purpose of this Building Use Contract is to establish an agreement between Church of the Epiphany, East Providence (“Epiphany”) and the party requesting use (“User”) of Epiphany located at 1336 Pawtucket Avenue, Rumford, RI 02916 (the “Property”).

Nature and Period of Use

User requests the use of the Property for the following purpose(s) and during the following period(s) (hereinafter referred to as the “Event”):

Purpose(s): _____

Date(s) of use: _____

Time(s) requested: _____

Contact person: _____

Address: _____

E-Mail address _____

Telephone number: _____

Maintenance of Property

User shall be required to return the Property to its pre-event condition, including each of the items on the attached Building Maintenance Checklist. User shall be responsible for any damage to the Property caused by User and/or Event attendees’ actions or negligence, except for normal wear and tear. Epiphany shall have the right in its sole discretion to request a certificate of insurance (covering personal injury, property damage, general liability or other requested coverage) from User prior to authorizing use of the Property by User. Trash and recyclables should be removed from the building and placed in the proper receptacles in the rear of the kitchen. The User will be responsible for the reasonable cost of repairs, over and above their cleaning deposit, if the Property is damaged in any way as a result of the Event.

Alcohol and Drug Policy

The possession of drugs on the Property is strictly prohibited. The distribution and responsible consumption of alcohol is subject to the discretion of the Rector and requires the User to employ a licensed bartender for the Event.

Smoking Policy

Smoking is prohibited inside the building and outside the building within 15 feet of the building entrances.

Fee for Use of Property

Subject to any exception granted by the pastor of Epiphany, the following fees shall apply to use of the Property. ***Please note that all fees are at a 2-hour minimum*** for use of the space. **Rates include setup and cleanup times.**

	NON MEMBER	MEMBER
Sanctuary	\$75/hour*	\$40/hour
Parish Hall/Kitchen	\$50/hour*	\$30/hour
Kitchen Facilities (w/out use of Parish Hall)	\$25/hour*	\$15/hour
Multi-purpose Room	\$30/hour*	N/C
Classroom/Living room	\$15/hour*	N/C
Nursery	\$15/hour*	N/C

**A separate \$50 check is required as a cleaning deposit and will be destroyed after the Property has been returned to the original condition.*

Payment of all fees shall be due at the time of signing of this Building Use Contract.

Fees for multiple-use Events shall be due no more than 72 hours prior to each use.

In order to have the \$50 cleaning deposit returned to the User, the User must return the property to its original condition and adhere to the Building Maintenance Checklist provided including, but not limited to, the responsibility for the proper set up and breakdown of tables and chairs and all decorations associated with said Event, the cleaning and return of church items from the kitchen such as pot or pans used, to their original locations. The Building should be left in the state in which it was found. For those who contract with Epiphany that are Non Members we will have on site supervision for opening/closing the building, for general questions and to ensure the property is left in proper order.

Refund Policy

The entire fee for use of the Property shall be fully refundable if the Event is cancelled at least 72 hours in advance. If the Event is cancelled less than 72 hours in advance ½ of the fees for use of the Property shall be refundable; however, no refund of fees shall be made if User fails to cancel prior to the date and time of the Event.

Other Terms of Use of Property

Use is offered by Epiphany on a first come, first served basis. Unless User requests otherwise, Epiphany may make rooms not used by User available for simultaneous use by other parties, at the reasonable discretion of Epiphany.

Use by User is limited to a maximum of 100 people in the building at any one time. Use of computers, printers, copiers, televisions, projectors, other electronic equipment and musical instruments owned by Epiphany is prohibited without prior permission from Epiphany, however, the user is welcome to provide their own equipment for the event.

Projector screen and podium use in Parish Hall is included in this contract if needed.

Damages for Non-Compliance

Failure by User to comply with the terms of this Building Use Contract shall permit Epiphany to recover monetary damages to cover the cost of, or reimburse Epiphany for any expenses it must incur as a direct or indirect result of User's non-compliance.

By my signature below, I agree that I have read and fully understand this Building Use Contract for the Property, and I agree to all of the conditions stated herein.

BUILDING USE WORKSHEET

Epiphany and User agree to the following property usage for the Event:

Rooms to be Used:

Parish Hall-Kitchen	Kitchen	Sanctuary
Multi-purpose Room	Living room/Classroom	Nursery

Days to be Used:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date: _____ Set Up Time: _____

Time of Event: _____ Time Out By: _____

Number of people Expected: _____

Member: _____ Non Member: _____

Who will Open the Building: _____

Contact # _____

Who will Close the Building: _____

Contact # _____

Special Requests: _____

Total Amount of the Donation: _____

User's Name (person/organization):

Authorized Signer's Name (*please print*): _____

Signature of Authorized Signer: _____ Date: _____

Title: _____

Signature of Parish Administrator of Epiphany:

_____ Date: _____

Signature of Rector of Epiphany:

_____ Date: _____

Insurance information (if required by Epiphany):

Insurance carrier: _____

Policy number: _____

Insurance contact (name/phone): _____