

St. George's Episcopal Church

Great Hall Rental Policy

The Great Hall of St. George's Episcopal Church is available for rent for meetings, receptions, dinners, parties, or other events.

Scheduling & Payment

Scheduling is done through the Church office. No contract can be confirmed until a Rental Agreement has been submitted, approved, and payment as set forth below has been received. Beginning and end time of event must be fixed at time of Rental Agreement (up to five hours maximum). Renters shall pay one half of the total rental fee upon approval of the Rental Agreement; the balance of the rental shall be paid no later than 10 days prior to the rental date. A cancellation fee of \$50 will be retained if rental is cancelled less than two weeks before scheduled event. The Church reserves the right to decline a rental request.

I. FEES

	Parishioner Rate	Non-Parishioner Rate
Great Hall	\$100	\$200
Kitchen	\$50	\$100

A \$50 per grill surcharge (paid in advance of the event) applies to use gas grills owned by the Church. Grill usage is not discounted for recurring rentals. *Grilling inside the Great Hall is strictly prohibited.*

For recurring monthly use, a 10% discount per month applies if rental is scheduled for one to six months over a 12-month period; a 20% discount per month applies if rental is scheduled for seven to twelve months over a 12-month period. Discounts for weekly events are negotiable.

II. TERMS AND CONDITIONS

Facility

Rental of the Great Hall includes use of the main dining area, coat check area and restrooms within the Hall, as well as the Church parking lot. All other areas of the Hall, including the library and Shaw Lounge, are excluded from the rental unless approved of in advance and stated on the Rental Agreement.

Kitchen

Use of the Kitchen shall be arranged at the time of the original rental agreement, as there is an additional fee for its use. Renters and their caterers are allowed access to the kitchen only to store their supplies and perform limited functions. The use of the sink is permissible, but the dishwasher is not available. The microwave and convection oven may be used to warm or re-heat pre-cooked foods. Modest refrigerator space is available. However, use of the kitchen does not include use of any other Church-owned kitchen furnishings including, but not limited to, coffee pots (filters and coffee), china, glassware, cooking pots and utensils, cleaning supplies, or paper products. No outside cooking or grilling is allowed on parish grounds without prior approval from the Church office.

Decorating & Set-up

Time allowed for decorating is considered a courtesy beyond the rental period and may be done prior to the beginning of the event provided there is no other conflict in scheduling and it is cleared through the Church office. Decorations may not be affixed in any way that would deface room surfaces and are to be removed at the completion of the event. Use of duct tape is expressly prohibited.

Rental includes the use of tables and chairs already in the Hall. There are fifteen 8-foot tables and 100 chairs available. The renter is responsible for table set-up and arrangement and at the end of the event all furniture is to be placed back as originally found. No furniture shall be removed from the facility at any time. Tables must not be situated in any way that would block a fire exit.

Clean-up

Trash bins are located in the Great Hall and restrooms. Do not leave any garbage outside of the dumpster. Floors are to be broom-cleaned; food spills and residue to be cleaned off from tables, chairs and floor. A checklist will be provided listing all items that need to be addressed for clean-up following a rental event. All food items that were brought in to the Great Hall must be removed at the conclusion of the event.

Prohibitions

The entire building is smoke-free. Alcoholic beverages may be served only with prior written approval. The renter takes full responsibility to comply with all New

York State and local laws and ordinances regarding the use and consumption of alcoholic beverages.

Minors

Children attending events must be under the direct supervision of an adult eighteen years of age or older at all times, in an acceptable ratio of adults to minors which shall be determined in advance and approved in the Rental Agreement. **No child shall be left alone with any non-relative in any church building at any time.**

Liability

St. George's Episcopal Church is not responsible for injury to any person, or damage to any personal property. This includes injury in the parking lot and any damage to cars.

Renter agrees to provide proof of liability insurance (including Host Liquor Liability if alcohol is served) by providing a Certificate of Insurance naming St. George's Episcopal Church, 30 North Ferry Street, Schenectady NY as an Additional Insured regarding use of the premises prior to the event.

ADDENDUM

As a courtesy to parishioners, requests to use Church property specifically excluded or not stated on this Rental Policy may be made in advance of the rental event and are subject to Vestry approval.

**St. George's Episcopal Church
30 North Ferry Street
Schenectady, NY 12305
Ph: (518) 374-3163**

ST. GEORGE'S EPISCOPAL CHURCH-GREAT HALL RENTAL AGREEMENT

Renter Name: _____ Parishioner (check): _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Organization (if applicable): _____

Address: _____

Date of Event: _____ Time: _____

or
Recurring Event (describe): _____

Purpose of Event: _____

Number of Participants: Adults: _____ Children: _____

Special agreements, terms or conditions: _____

TOTAL RENTAL FEE: _____

Liability Insurance

Renter agrees to provide proof of event liability insurance (including Host Liquor Liability if alcohol is served) by providing a Certificate of Insurance naming St. George's Episcopal Church, 30 North Ferry Street, Schenectady NY as an Additional Insured regarding use of the premises prior to the event.

Renter agrees to all of the terms and conditions as set forth in the Great Hall Rental Policy, and specified in this Rental Agreement. If representing an organization, the signer of this agreement shall be personally responsible for the terms of this agreement. Renter shall be responsible for the security of the facility upon leaving and at all times during use. Use of the facility is limited to the area or areas specified in this agreement. Renter shall be liable for any and all damages which occur to the premises, or the contents thereof (including equipment, furnishings, etc.) during the use of the facility. The Church is not responsible for personal items during or after events. The Church is not responsible for injury to any person, or damage to any personal property. This includes injury in the parking lot and any damage to cars. This agreement may not be transferred or assigned to any other individual or organization. The required use of the facility by the parish shall take precedence over any contracted use, and the parish or any of its representatives shall not be held liable for the failure to provide the facility as agreed other than to arrange for an alternate time.

AGREED TO BY:

Renter	Rector-St. George's	Warden-St. George's
Signature:	Signature:	Signature:
Date:	Date:	Date:

ST. GEORGE'S EPISCOPAL CHURCH-GREAT HALL RENTAL AGREEMENT

CLEAN-UP CHECKLIST

Great Hall/Rest Rooms

- 1. Place all trash in trash bins. (Do not leave any garbage outside of dumpster.) -----
- 2. Wipe down tables and clean off any food spills on chairs. -----
- 3. Clean up any food spills and broom-clean floors. -----
- 4. Make sure lights are off when you leave the building. -----
- 5. Notify Sexton prior to leaving, so the building can be locked. -----

Kitchen

- 1. Pick-up and clean kitchen area. -----
- 2. Clean/wipe down appliances. -----
- 3. Wipe all stainless. -----
- 4. If grills are used, they must be cleaned. -----

Note: If using the hall on Saturday, all cars must be out of the parking lot by 7:30 am Sunday.

Completed by _____

Date _____