

Saint Timothy's Episcopal Church

Request for Event Use of Grace House / Parish Hall / Church

Applicant: _____
 Affiliation: _____
 Is the applicant a member of St. Timothy's: yes no
 Telephone: _____ Cell phone: _____
 Email address: _____

Description of event: _____
 # of participants expected: _____

Set-up date: _____ Start time: _____ End time: _____
 Event date: _____ Start time: _____ End time: _____

Applicant (User) understands and agrees that requested date and times required must be within the same Calendar Day. _____ (Initials)

Use furniture: yes no Tables # _____
 Chairs # _____

Space Requesting Use of:

Grace House

- Overby Conference Room
- Overby Library
- Kitchen
- Youth Center
- Living Room

Parish Hall

- Hall
- Kitchen

Church

- Sanctuary
- Sacristy

Signature of Applicant **Date**

St. Timothy's **Date**

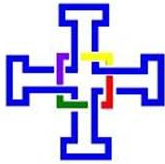
User understands and agrees that a security deposit will be required and that this event request is only valid after it is signed by an authorized St. Timothy's representative. _____ (Initials)

-----**Office Use**-----

Date insurance certificate received: _____

Fees	Amount	Date Received		
Use			XXXXXXXXXXXXXXXXXXXX	
Key / Security			Returned	
			Amount	Date

Keys Provided	key #	Date Picked Up	Date Returned



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Event Use Guidelines and Fees

St. Timothy's Grace House, Parish Hall and Church can be used for meetings, dinners, parties, weddings, receptions, etc. It is important that users know and understand:

- Users of the facility use them in a clean, safe and secure manner.
- St. Timothy's is protected against loss, damage or misuse of its facilities
- Energy conservation and recycling measures are utilized.

I have read and understood the above use requirements. _____ (Initials)

Eligibility

Parish members	Grace House, Parish Hall and Church
Non-Parish Users	Parish Hall and Church
Non-profit groups	Parish Hall

Space Requesting

Use fees for up to four (4) hours of use between 8 am and 10 pm Monday through Sunday. Use is not allowed after 10:00 pm.

Grace House:	
Overby Conference Room	\$300
Overby Library	\$150
Kitchen	\$150
Youth Center	\$250
Living Room	\$150

	Parish Hall:		Church:
	Hall	Kitchen	Sanctuary
Parish Members	\$100	\$100	\$200
Non-Parish Users	\$250	\$200	\$400

Key/Security Deposit: \$150 applies to all space requests.

Additional hours for all spaces may be reserved at the rate of \$50 per hours for a parish member or \$75 for the public. Reservation hours must include all event related activities including set-up and tear down time.

User understands and agrees to extra-time usage charges. ____ (Initials)

Fees may be adjusted or waived at the discretion of St. Timothy's.

Guidelines

- A Request for Use is required for all events. All fees must be paid and the request accepted by St. Timothy's prior to the use of the space.
- Actual use must comply with information provided to St. Timothy's on the "Request for Use" form and that was accepted by St. Timothy's.
- Decorations can be attached to walls only with blue removable painter's tape. All decorations must be removed at the conclusion of the event. Nails, screws or other fasteners that make holes or damage paint are not allowed.
- All trash and recycling receptacles must be emptied and floors swept and/or carpets vacuumed at the end of the event.
- All or part of the key/security deposit may be withheld at the discretion of St. Timothy's if the facility is not left clean, with trash and recycling receptacles emptied and furniture used put away. Keys are not returned.
- Tables and chairs provided by St. Timothy's will be included in the rental fee. Tables and chairs must be returned to where they were before the event.
- Smoking is not permitted in the buildings or on the campus.
- Thermostat needs to be turned off and the fan switch left on auto.

User understands and agrees to comply with the above-presented guidelines. ____ (Initials)

Insurance Coverage

A certificate of insurance naming St. Timothy's to be provided to St. Timothy's as a third party, in the amount of at least \$1,000,000, is required to be provided to St. Timothy's prior to the event and before keys will be issued.

User understands and agrees to the insurance coverage requirements. ____ (Initials)

Financial Arrangements

- Payment of both the key/security deposit and the use fee is due at least 10 days prior to the event unless other arrangements have been made with St. Timothy's.
- Payment by check is appreciated. We require separate checks for the key/security deposit and for the use fee. Please make checks payable to "St. Timothy's Church". Please include in the memo area, the name of the user (group or individual) and if it is for the key/security deposit or use fee.
- The key/security deposit will be held (not cashed) and will be returned when the keys are returned and it is determined that the facility has been left clean and with no damage.
- Users will pay for any and all damage to the building or grounds or cleaning required resulting from their use of the facility. The key/security deposit will be applied toward this amount. Damage repair, or cleaning costs greater than the key/security deposit will require additional payment from the applicant.

User understands and agrees to the financial arrangements for facility use. ____ (Initials)

User had read and agrees to the Facility Usage Guidelines attached to this request. ____ (Initials)

Questions, please contact:

Facility Manager, Beverly Matsunaga, 925 837-4993, Ext. 11, bkstats@aol.com