

# Trinity Episcopal Church Rental Form

Name/Sponsor \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Primary phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Are you a Trinity Church member? \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

If weekly, rental day \_\_\_\_\_ Time requested \_\_\_\_\_ to \_\_\_\_\_

Approx. Number Attending \_\_\_\_\_ Does organization carry insurance? \_\_\_\_\_  
(Provide documentation if so)

## Room(s) Requested (check all that apply)

A 50% deposit is required with this rental form.

	<b>Non-Parishioners</b>	<b>Parishioners</b>
____ Church Sanctuary (seats up to 176)	\$200.00	\$100.00
____ Parish Hall (seats 60-80)	\$200.00 for up to six hours	\$100.00
____ Small Meeting Room (seats up to 14)	\$50.00 for up to six hours	\$25.00
____ Kitchen (full use)	\$50.00	\$25.00

**Rental fees** may be discounted or waived for church members and certain non-profit groups at the discretion of the Priest in Charge, Wardens, or Executive Board of the Vestry.

**Total Rental Fees:** \$ \_\_\_\_\_ **Amount of Deposit included:** \$ \_\_\_\_\_

The remainder of the rental fee must be received no later than one week before your event.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please sign and return this document, along with a signed acknowledgement of Trinity's Event Policies (see over) to:  
Parish Administrator, Trinity Episcopal Church, 47 East Street, Wrentham, MA 02093.*

**Keep a copy** for your records.

(Revised C-Squad 8.2023)

**(See over)**

## Event Policies at Trinity Episcopal Church

(Revised C-Squad 8.2023)

1. Church needs and events take precedence over outside rentals. However, once the church commits to a rental, that event becomes our priority. The exception to this may be a request to change a location or date to accommodate a specific church function.
2. Organizers of recurring meetings may be given keys to the building. Keys are not to be shared or copied without permission. All doors must be locked upon departure.
3. Recurring rental fees must be paid monthly in advance.
4. Rental fees for single events require a 50% deposit at the time rental is booked, with remainder due no later than one week before the event. Rental checks may be mailed or placed in the mailbox outside the administrator's office.
5. Rental forms must be signed by an adult over the age of 18. All activities involving children or teens require the presence of two responsible adults over the age of 21, at all times.
6. Cancellation: Applicant may cancel a one-time event any time prior to the event for a full refund unless Trinity has refused a potential renter for the same date and space, in which case fees are non-refundable.
7. All spaces must be kept clean and left in the condition in which they were found.
  - Light kitchen use (e.g., making a pot of coffee, serving light snacks) is permitted. The church's coffeemaker is not available for free use.
  - Charge of \$50 to use the kitchen for cooking (versus coffee, snacks) or advance storage of food or supplies.
8. Church cookware and appliances may be used but must be cleaned by the renter. Church dishes, glasses, cups or flatware may be used by parishioners. Renters must supply their own coffee, tea, cups, etc.
9. ALL leftover foods must be removed from the building, and ALL trash brought to dumpster after event.
10. Renters must be respectful of the facility and others who may be using it at the same time.
11. Renters must stay in the areas to which they have been assigned, along with appropriate access hallways and restrooms. Renters and their guests may not wander the building, and particularly may not enter offices, utility or storage areas without permission.
12. Smoking is not allowed in any of the rooms at Trinity Church or within 15 feet of any church entrance.
13. Parking is limited. No one may block the driveway leading into the rectory garage.
14. Outside musicians may play the church's organ or pianos **only** with the permission of Trinity's music director.
15. Additionally, weddings or large events require separate fees for the minister, music director and/or sexton.
16. Loud music and other noise that disturbs our neighbors is prohibited.
17. Alcohol: Applicant may not serve, furnish, or distribute alcoholic beverages of any kind without prior written consent of a warden/priest of Trinity Episcopal Church. If such permission is granted, Applicant shall be solely responsible for obtaining all permits or other authorizations and for obtaining liquor liability insurance for a minimum of \$1,000,000. Applicant shall submit copies of all permits required, plus documentation of insurance at least 10 business days prior to scheduled event. If permits and insurance are not received on time, no alcohol may be served, furnished, or distributed. Liquor may not be served at events intended for minors, e.g., birthday/sport celebrations.

I have read and understand the above and agree to comply with the requirements of Trinity Episcopal Church. I agree to indemnify and hold harmless Trinity Episcopal Church in Wrentham and its agents, volunteers, and employees from any and all liability, claim or cause of action for any property loss or damage, personal injury, wrongful death or damage to property or persons. Additionally, I have received, read, understand, and agree to abide by the terms and conditions as set forth in **Event Policies** at Trinity Episcopal Church.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please sign and return this document, along with the completed rental form (reverse side) to 47 East Street, Wrentham, MA 02093.*