

Trinity Episcopal Church Rental Form

Name _____ Email _____

Address _____

Home phone _____ Cell or work phone _____

Are you a church member? _____

Organization (if applicable) _____

Purpose for use:

Date requested _____ Time requested _____ to _____

If weekly rental day _____ Time requested _____ to _____

Approx. Number Attending _____ Does your organization carry insurance? _____ (If so, please provide documentation)

Room(s) Requested (check all that apply)

A 50% deposit is required with this rental form

	Non Parishioners	Parishioners
___ Church Sanctuary (seats up to 176)	\$200.00	\$100.00
___ Parish Hall (seats up to 99)	\$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.

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.

Print name: _____

Signature _____ Date _____

Total Rental Fees: \$ _____ Amount of Deposit included: \$ _____ Remainder of rental fee must be received no later than one week before your event.

Please sign and return this document to: Parish Administrator Trinity Episcopal Church, Wrentham, MA 02093. Please keep a copy for your records.

Event Policies at Trinity Episcopal Church

1. Church needs and events take precedence over outside rentals. Once the church commits to a rental, that commitment becomes our priority. The exception to this rule may be a rare request to a recurring renter to change a location or date in order 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 that the rental is booked, with the 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 at least one responsible adult, over the age of 21, at all times.
6. Cancellation: Applicant may cancel a one-time event anytime 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 be left in the condition in which they were found.
8. Light kitchen use (e.g. making a pot of coffee, serving light snacks) is permitted as part of this agreement without incurring additional fees. The church's coffee maker is not available for free use. There will be a charge of \$50 for full use of the kitchen for cooking or advance storage of food or supplies. Church cookware and appliances may be used but must be cleaned by the renter. Church dishes, glasses, cups or flatware may be used for those paying the kitchen fee, but must be cleaned and put away after use.
9. The kitchen must be kept clean and renters must provide their own supply of disposable goods. (ie coffee, tea, cups, table coverings, paper towels, etc.).
10. Renters must supply their own trash bags and remove all trash to the dumpster after the event.
11. All leftover foods must be removed from the building.
12. Renters must be respectful of our facility and others who may be using it at the same time.
13. Renters must stay in the areas to which they have been assigned, along with appropriate access hallways and rest rooms. Renters and their guests may not wander the building at will, and particularly may not enter offices, utility or storage areas without permission.
14. Smoking is not allowed in any of the rooms at Trinity Church or within 15 feet of any church entrance.
15. Parking is limited. No one may block the driveway leading into the rectory garage.
16. Loud music and other noise that disturbs our neighbors is prohibited.
17. Outside musicians may play the church's organ or pianos only with the permission of Trinity's music director.
18. Weddings or large events may require additional fees for the services of a sexton.
19. Alcohol. Applicant may not serve, furnish, or distribute alcoholic beverages of any kind without the prior written consent of Trinity Episcopal Church. If such permission is granted, Applicant shall be solely responsible for obtaining all permits or other authorizations and for obtaining insurance satisfactory to Trinity Episcopal Church, and shall submit copies of all permits required and documentation of insurance to Trinity Episcopal Church at least 10 business days prior to the scheduled event. If the copies of permits and insurance are not received in a timely fashion, no alcohol may be served, furnished, or distributed.
20. Liquor may not be served at events where minors are expected to attend, e.g., birthday parties, sport celebrations, etc.
21. Trinity Episcopal Church reserves the right in its sole discretion to determine to whom and for what purposes the facilities will be made available.
22. Applicant is fully responsible and liable for any and all injuries (and death) suffered by persons and for any and all damage to Trinity Episcopal Church's property and any theft or loss of Trinity Episcopal Church's furnishings and equipment, resulting from or occurring during Applicant's use of the Space, and not caused by the willful misconduct or gross negligence of Trinity Episcopal Church.