



# Saint Margaret's Episcopal Church

5301 Free Pike, Trotwood, Ohio 45406 (939) 837-7741

## Facility Rental Guidelines

### General Use

- No reservation is final until approved and signed by the Parish Administrator.
- Use of the church facility is restricted to those areas for which permission has been granted by the Parish Administrator and corresponding fees have been paid.
- Uses of other parts of the church facility are **prohibited** unless specifically requested, approved and paid for in advance. For example, approval for use of the Parish Hall is limited to the Parish Hall and restrooms only.
- An approved St. Margaret's audio/visual technician must be used for events held in the Sanctuary which require use of the facilities sound equipment.
- All rental area activities must be concluded by 11:00PM. This time is an absolute deadline.
- At the end of rental agreement time or 11:00 PM (whichever comes first), all decorations must be taken down and the rental area(s) cleaned per expectations stated below.
- Nails, tacks, glue, or tape **may not** be used to secure decorations.
- Any needed paper products (Ex. napkins, plates, cups, tablecloths, etc.) are the responsibility of the Applicant.
- Children under 18 are not allowed to be unsupervised in any area of the church facility or grounds.

### Fee Schedule

- The fee schedule is a separate document and allows for the rental of the specific areas in the church facility – fees are stated in hourly increments.
- All final rental fees must be paid to St. Margaret's Episcopal Church at least 30 days prior to the event start date.
- Any rental requested and approved less than 30 days prior to the event start date must be paid in full at the time of the reservation.

### Deposits/Rental Area Inspections

- The deposit is a set amount and must be paid in advance to hold the requested date (generally at the time of signing the rental agreement).
- Deposits will only be refunded after the rental area(s) is inspected.
- An inspection is conducted following the event end time – inspection is not necessarily the same day.
- Approved deposit refunds will be returned within ten (10) business days of the event end date.
- Deposit refunds can be picked up by the applicant or mailed.
- Any expenses incurred to “return the facility to original conditions” will be deducted from the deposit.
- Applicant signing this agreement expressly accepts financial responsibility for all expenses due to damages in **excess** of the security deposit.
- Applicant's failure to abide by these stated guidelines may result in a voided Facility Rental Agreement which includes forfeiture of the deposit. Examples: failure to clean the rental area, holes in the walls because of the use of nails, etc.

## Cancellations

- Should unforeseen circumstances occur, and St. Margaret's finds it necessary to cancel the event, the deposit paid will be refunded via mail within three (3) business days of notification of the cancellation.
- Applicant can make arrangements for pickup of the refunded deposit.
- Should the Applicant find the need to cancel the event, deposit refund is dependent upon time between cancellation and event start dates.
  - Cancellations requested by the Applicant **more than** 30 days prior to the event start date will be approved and the deposit will be refunded.
  - Cancellations requested by the Applicant **less than** 30 days prior to the event start date will result in the deposited being forfeited.
- If the Applicant fails to abide by the Facility Rental Agreement Guidelines, the agreement is subject to cancellation. If cancellation occurs:
  - Deposit refund information will be submitted to the St. Margaret's Vestry at the next scheduled Vestry meeting following notification of cancellation
  - Reason for non-deposit refunds will be provided in writing within ten (10) business days of the decision.
  - Any disputes on the part of the applicant must be submitted in writing to the Parish Administrator

## Cleaning Expectations

- Rented facility area(s) clean-up is the responsibility of the applicant signing the Facility Rental Agreement.
- All rental areas must be thoroughly cleaned [per stated area(s) expectations below] or the deposit will be forfeited.
- Clean-up must be completed no later than the end time of the event. Thus, an appropriate amount of time needs to be allocated to clean-up.
- **Suggestion** – take needed pictures of the room before it is rearranged so “return to original look” status can be achieved.
- Following is what the facility warden will be looking for during the observation as it relates to cleaning, use of church supplies and damage

### **Parish Hall**

- All trash is collected from the rental area, deposited in trash bags for removal, bags tied and new bags placed in the containers
- All tables are to be arranged as originally found and chairs pushed-in around each table.
- All extra tables used in the Parish Hall are to be collapsed and stacked against the wall..
- Any chairs removed from the Parish Hall area must be returned to the Parish Hall and set (or restacked) as originally found.
- All spills must be wiped up, floors swept, and table surfaces wiped clean.
- **Turn off all lights**
- Appliances bought into the facility are removed or at a minimum unplugged.

### **Kitchen**

- Prior arrangements must be made and fees paid to use the kitchen. Use of kitchen is not included in Parish Hall rental.
- Applicants who are not familiar with the kitchen appliances must ask questions of the Parish Administrator or the person opening for the event.
- Paper products, coffee, coffee supplies, etc. located on the premises are not available for use by

private rental groups.

- The church is not responsible for any items left on the premises.
- All food should be removed from the kitchen, freezers, and refrigerators. Anything left will be discarded. Failure to discard/remove items could result in a deduction from the paid deposit.
- **Turn off all lights and appliances (especially the oven.)**

#### **Sanctuary**

- **Turn off all lights.**
- All pews and floor space must be clear of papers, programs, and all decorations.
- Prayer books and hymnals must be returned to the designated racks.

#### **Meeting Room**

- **Turn off all lights**
- Chairs (based on number accommodated by the table size) must be pushed up to the meeting table.
- Coffee pots and other appliances must be unplugged.
- Room is to be returned to its original use.

### **Tobacco Products Policy**

- No smoking is permitted inside the facility or in the front of the church edifice.
- No smokeless tobacco or vaping is permitted on the premises.  
There are no containers located outside the doors of the church for cigarette butts, etc.

### **Alcohol Use Policy**

- Alcoholic beverages are permitted , but **cannot** be sold or taken from the facility, i.e. no cash bar
- When alcohol is consumed, at least one (1) security officer must be present at the facility
- Name of security officer(s) must be provided to and approved by the Parish Administrator.
- Fees charged for security must be paid directly to the approved security officer(s)
- All beverages and food containing alcohol must be clearly and distinctly labeled. This guideline is most often forgotten where food is concerned. It must be remembered that the flavor of liquor (in food where the alcohol has been cooked out) is something that many persons in recovery wish to avoid.
- Equally attractive, non-alcoholic alternatives must be offered as conspicuously as alcoholic beverages.
- Persons who wish to abstain from alcohol must be able to do so comfortably.
- The promotion of church functions must not use alcohol as an enticement to participation.
- No announcements, advertisements or promotional material should imply that drinking alcohol is a social requirement.
- Alcoholic beverages should not be a part of the identification of events held at the church. Ex. "Chili Festival" not "Beer and Chili;" "Reception with Hors-d'oeuvres," or "Reception with Light Refreshments," not "Wine and Cheese Reception".
- Alcohol should not be served in such a way as to teach children that growing up necessarily implies alcohol consumption. Thus, references to kiddy cocktails like "Shirley Temples" are to be avoided.
- Serving alcoholic beverages entails incurring moral as well as potential legal and financial liability for those who become intoxicated. Applicant will be held responsible.
- It is expected that responsibility will be taken for the safety of persons who may become intoxicated at any function held at St Margaret's Episcopal Church facilities, up to and including transportation for those who are visibly impaired and are attempting to drive.