

TRINITY EPISCOPAL CHURCH, WETHERSFIELD, CT

RULES FOR BUILDING USE

1. No smoking is permitted within the building.
2. Use or possession of alcoholic beverages or drugs is not allowed. Beer and wine can be served if a meal is also being served. Non-Alcoholic beverages will be served in an equally attractive and convenient manner.
3. No doorway, walkway, corridor or aisle of egress shall be restricted or blocked by placement of furnishings or equipment, no matter how temporary.
4. No parking, standing or driving of vehicles is allowed on walkways surrounding or leading up to the buildings.
5. Decorations and/or posters are permitted on the walls if attached with masking tape. Scotch tape, thumbtacks, staples, nails, pins and such must NEVER be used. All decorations are subject to approval by the Rector.
6. No church furnishings will be removed or relocated without prior consent of the Rector.
7. Ample parking is provided (at your own risk) in the church parking lot. Only persons with disabilities are authorized to use the handicapped spaces. Overnight parking is not permitted.
8. All persons granted the use of the kitchen will utilize exhaust fans where provided to discharge cooking smoke and fumes. The kitchen must be left in a sanitary condition prior to departure of the group. Any group introducing cooking devices of the building must have prior permission from the Rector.
9. All china, silverware and other kitchen items must be returned clean to their proper places. Towels and linens must be provided by the group requesting use.
10. No amplified music is permitted out of doors. Due to the church's location in a residential area, we request that persons entering and exiting the building do so quietly.
11. All trash and waste should be left in containers provided for such. Recycling of corrugated cardboard, newspapers, glass, plastic and metal food containers is required. Bins are provided.
12. A designated person MUST be responsible to see that all lights are out, windows shut and locked and doors of hall, lavatories, or other buildings are locked.
13. If catering is provided to your organization, the caterer is required to submit a Certificate of Insurance (inclusive of Workman's Compensation coverage) no later than five (5) days prior to the event.
14. Individuals, groups or organizations must submit a Certificate of Insurance with a limit of liability of \$1,000,000 per occurrence. Trinity Episcopal Church should be added to the applicable insurance policy as an Additional Named Insured for the event. These submissions are due to the office no later than five (5) working days prior to the event.

I have read the above Rules for Building Use and accept and agree to its terms

Signed: _____ Date: _____

Organization: _____

Phone: _____ E-Mail: _____