

APPLICATION FOR USE OF FACILITIES

St. John's Episcopal Church
9 Parsonage Lane - P.O. Box 1278
Washington, CT 06793

Phone: 860-868-2526

Fax: 860-868-2827

Website: <http://stjohnswashington.org>

Email: stjohnschurch@snet.net

Name of Applicant _____ Email: _____

Address _____

Home Phone _____ Work Phone _____

Organization Using Facilities (if applicable) _____

Address (If Different than Above) _____

Business Phone _____ Business Fax _____

Is your group a non-profit organization? Yes No (Please circle one.)

Will participants pay a fee to participate in your program or event? Yes No

Number of participants expected _____

Check requested area		Member* suggested donation	Non-member suggested donation	Non-member security deposit**
	Church		\$250	\$150
	Parish House w/o Kitchen	\$50	\$125	\$200
	Parish House w/Kitchen	\$75	\$150	\$300
	Library		\$50	
	Additional Amenities	TBD	TBD	TBD

See facility descriptions last page.

Facility Use Charges

All fees are due no later than two weeks in advance of your program/event. Please make check payable to St. John's Church.

St. John's Church grants the privilege for use of our facilities to groups and individuals whose application is approved by the Vestry. Use of our buildings is granted for educational, cultural and Christian nurture programs at times that do not conflict or interfere with use of the facilities by our congregation. It is understood that individuals and groups using the facilities will adhere to the following guidelines.

St. John's Usage Guidelines

- All areas requested must be left in the same condition as they were found or deposit will be forfeited
- At the end of the event, all tables and chairs are to be wiped down and arranged as originally found.
- Turn off all lights and appliances and notify St. John's contact person when leaving.
- Children and teenagers are not allowed to be unsupervised in any area of the grounds or buildings.
- Paper products, coffee, coffee supplies, etc. found on the premises are not to be used by private groups.

- The Church is not responsible for any items left in the kitchen.
- TRASH, WASTE BASKETS AND GENERAL CLEAN UP
 - a. Bathroom waste baskets are for paper only. No beverage cups.
 - b. All liquids should be poured in the sink, not into the trash cans.
 - c. All spilled food and beverages should be cleaned up.
 - d. Leftovers food items should be removed.
 - e. Wipe down counters.
 - f. All kitchen cookware, dinnerware and utensils should be washed, dried and put away.
 - g. Retrieve all fliers, hand-outs, arts and craft activities, etc.
- PARKING
 - a. Parking is available in our parking lot as well as limited street parking on Parsonage Lane.
- SMOKING AND ALCOHOL
 - a. All the facilities are non-smoking areas. Smoking is permitted outside.
 - c. Alcohol is not allowed on the premises without prior approval and, if required, a permit from the town.
- HEAT, LIGHTING AND SECURITY
 - a. Prior to leaving the building, please turn off all lights.
 - b. Please do not adjust the thermostats.
 - c. Be sure the stove is turned off
- St. John's is not responsible for any damage or loss to persons or property of outside groups using the facility. Such groups assume their own liability or are to have their own liability and property damage insurance for the protection of their own members, guests, and the parish of St. John's. Such groups agree to hold the Church harmless from all liabilities, damages, lawsuits, and attorney fees resulting from their use of this facility.

**IF APPLYING FOR A SINGLE EVENT OR SEVERAL EVENTS IN THE SAME MONTH, PLEASE COMPLETE SECTION A.
IF APPLYING FOR REGULAR USE OVER A PERIOD OF WEEKS OR MONTHS, COMPLETE SECTION B.**

Section A

1. Date Requested _____ Program/Event _____
 Setup Time _____ Starting Time _____ Ending Time _____
2. Date Requested _____ Program/Event _____
 Setup Time _____ Starting Time _____ Ending Time _____
3. Date Requested _____ Program/Event _____
 Setup Time _____ Starting Time _____ Ending Time _____

Section B

Day of the Week _____	Setup Time _____
First Meeting Date _____	Starting Time _____
Last Meeting Date _____	Ending Time _____

All non-church groups using church facilities must provide a certificate of insurance and sign the *Hold Harmless Agreement*.

_____ A certificate of insurance and signed *Hold Harmless Agreement* is attached to this application.
_____ A certificate of insurance and *Hold Harmless Agreement* will be mailed within one week by the sponsoring organization.

Insurance Company _____ Policy # _____

I have read and do hereby agree to abide by the printed "Guidelines for Use of Facilities".

_____ (Signature of Renter)

_____ (Date)

_____ (Signature of Church Representative)

_____ (Date)

***A member is defined as any parishioner with an established giving record and attendance at service for at least the past year.**

****The security deposit is held and returned after the event if there are no damages.**

St. John's Church Facilities has a variety of options available for public or parishioners, which are available for a modest charge. Please contact the Church office for availability or additional information – 860.868.2527 or email stjohnschurch@snet.net

The Parish Hall is a large open room with bright natural light. It is ideal for meetings, parties, receptions, lectures or regularly scheduled activities. A large full kitchen is available right off the hall. The Hall accommodates 200 seated in symposium/concert style or 100 – 150 seated at tables.

St. John's kitchen area has a gas range, Garland gas stove, two sinks, a large stainless steel preparation table, a refrigerator, cabinet storage, an industrial dishwasher, cooking utensils/assorted pans and cutlery, and 55-cup professional coffeemaker. See images below.

The Library is appropriate for small meetings of not more than 15 people. It includes a large conference table and chairs. There is flexibility in configuration.

The Church is a beautiful space with lovely stained glass, wood carvings and Mowbray paintings. It was designed in the English medieval style by Ehrick Rossiter. The design for the Altar and Reredos of the Church was made to harmonize as well as possible with the early Gothic style of architecture. All of the carvings in St. John's Church are of chestnut wood and were executed by the local artist and wood carver, Herbert Faulkner. The Altar carving is very simple, the Reredos, progressively more ornate and the border above is enriched with an intricate design...the purpose of which is to lead the eye upward.

It is a perfect setting for recitals and concerts, and of course for weddings and other services. The pews hold approximately 150 people. A magnificent organ is available for qualified musicians with consultation and approval of the Priest in Charge.

Both the Church and the Parish House are wheel-chair accessible.

St. John's also offers many additional amenities to complete your usage experience.

They include:

- Mahogany chairs for up to 180
- 6 eight foot rectangular tables
- 8 card tables
- Dishes upon request
- Two rest rooms
- Ample parking for up to 75
- WiFi access

Please note - \$50.00 cleaning deposit is required. This will be refunded within two weeks, if the facilities are cleaned up and in good repair following the event.

Additional Labor is available per request to set up or clean up at a rate of \$30 per hour.