

St. Stephen's Rental Policy

St. Stephen's buildings are available for rental on a one-time, occasional, or on-going basis. Although priority is given to parishioner parties and events, we also wish to be available to non-profit meetings and events as well as for-profit meetings and events.

We have set up our fee structure to reflect our priorities, and the realization that more frequent usage requires less administrative set-up. The pricing also reflects the variety of spaces available. Persons or groups that find the pricing prohibitive should contact the Vestry of the parish and request a waiver of rental. In some cases we are able to entertain sweat equity in place of monetary remuneration.

Room:	Parish Hall and Kitchen usage	Chapel	Other room
Parishioner parties/events	\$50 Requested donation	\$25	\$10
Non-parishioner parties/events	\$200	\$50	\$15
One time Non-profit meetings/events	\$100 for 5 hrs \$20 for ea. additional hr.	\$50	\$15
Non-profit Meetings/events 5 times/year	\$75	\$40	\$10
For-profit Meetings/events	\$200	\$75	\$35

Non-profit meetings and events on a weekly basis will be negotiated as they arise.

In addition, the following guidelines govern rentals:

1. Space is generally not available on Sunday mornings or when a regular church meeting is scheduled or during Harvest House (4pm on.) This includes Holy Week, and Christmas Eve, as well as when AA meetings are scheduled.
2. Renters are to schedule their events for a time frame of 5 hours and are allowed 1 hour before the event to decorate and 1 hour after to clean.
3. We allow beer and wine to be served as long as there are attractive alternatives provided for others. We do not allow hard liquor to be served; if you are serving beer and wine, you will need to secure liability insurance via your home insurance provider. Costs vary, so be sure to contact them regarding your options.
4. All renters will sign a Hold Harmless agreement indemnifying St. Stephen's and the Episcopal Diocese of Connecticut for any damage or loss during the events. Those who are holding "Family Parties" should place an events rider on their homeowner's insurance (see #3). Non-profit and for-profit organizations will need to file a Certificate of Insurance with St. Stephen's prior to use.

5. Rental costs must be paid in full prior to the date the event is scheduled to be held. It is highly recommended payment be rendered at the time St. Stephen's receives the completed rental agreement documents.
6. On-going rentals, whether for-profit or not, will need to be negotiated with an agent of the Vestry in order to develop a Lease. Such lease may include terms or pricing different from the above.
7. The parish buildings are not available for Stag parties, "Jack and Jills," political activities, bingo and other forms of gambling including raffles, or activities that are pornographic, exploitative, or counter to the spiritual values of the church.
8. Only those who are 25 years of age or older may rent the facilities, unless an exemption is granted by the Vestry. The request for the exemption should be made two months prior to the desired rental date.
9. The parish reserves the right to refuse rental to anyone.

If you are interested in renting the facilities, please contact the Church Office. They will arrange for a walk through and answer any additional questions you have. They will also be able to help you with scheduling.

St. Stephen's Episcopal Church
Rental Agreement Instructions

RENTAL FEES: Payable to St. Stephen's Episcopal Church, P.O. Box 464, E. Haddam, CT 06423. The total rental cost is due prior to the scheduled date of the event (it is highly recommended payment be made at the time the rental agreement is returned to St. Stephen's).

ALCOHOLIC BEVERAGES: Beer or wine only. Must provide proof of liability insurance in order to serve alcohol to guests.

DECORATIONS: No tape or tacks on walls.

CLEAN UP:

Kitchen: Wash any pots, pans, or dishes you have used.
Clean off and wash all counters
Sweep the floor

Hall: Leave the facility as you found it.
Vacuum the floor (the vacuum is in the closet closest to the door to the playground; the key to the hall unlocks this door).
Tables and chairs should be set up as they were found and left clean.
Note: do not roll the round tables, as this damages them.

Trash: Please rinse all recyclables and place in the recycling bin on the left side of the trash shed, to the left as you exit the door to the playground. Trash from the kitchen and hall should be placed in the right side of the shed.

Locking up: For compliance with the fire code, all inside doors, including the sliding window in the kitchen, must be left closed.
Turn off all lights.
Lock the doors.
Say a prayer for the next renters.

Rental Agreement

NAME OF GROUP: _____

Contact Person: _____ Phone: _____

Date of Use: _____ Time of Use: _____

Use of the following (check all that apply)

_____ Parish Hall _____ Kitchen _____ Chapel _____ Other Room

Approximate # of persons expected _____

We have read all guidelines and agree to the terms set forth.

Signature _____ Date _____

Approved by (circle one): Clergy Warden(s) Vestry Date: _____

Fee Charged _____ Deposit paid _____ Check # _____

Hold Harmless Agreement signed (check here if yes): _____

Insurance rider provided (check here if yes and attach): _____

Provisions for picking up key: _____

Key returned (check here if yes): _____

Final payment made _____ Check # _____

Other comments/needs: _____

Inspected by _____ following use. Comments:

Hold Harmless Agreement

Date

We, _____, agree to protect, indemnify, save and keep harmless, St. Stephen's Episcopal Church, 31 Main Street, P.O. Box 464, East Haddam, Connecticut, the Episcopal Diocese of Connecticut and the Bishop against and from any and all loss, cost, damage or expense, including attorneys fees arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or damage to any property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above cited entities to be protected from any and all claims arising out of our use of the aforesaid premises.

By _____

Title: _____

Witness:

