

Church of the Resurrection
917 Pond Road
Loudon, TN 37774

Facility Use Policy For Non-Parish Events

Use of the Facilities: The facilities of Church of the Resurrection may be used on a space-available basis for non-parish events. Approval for such use is granted by the Rector/Priest-in-Charge or Senior Warden, or Junior Warden in their absence. Priority of approval will be given to church members, church staff, and then to not-for-profit organizations. Requests from individuals or groups who do not meet any of the above categories will be considered on a case-by-case basis.

Availability: As use of the church facilities is subject to the congregation's needs first, parish sponsored programs take precedence over any other use of the facilities. Therefore, should an unexpected event of pastoral importance arise that requires the use of the reserved space (e.g. a funeral with reception), the group's contact person will be notified, and every effort will be made to reschedule the event at a mutually convenient date and time.

Regulations:

1. Individuals and groups wishing to use our facilities will complete a written application furnished by the church office at least six weeks in advance. The Responsible Party submitting the application must be at least 21 years of age. For each event, a security deposit of \$250 will be paid upon submission of the application. The security deposit will be refunded after completion of the event (minus any deductions for loss, damage, or theft to church property or facilities) pending an inspection of the items listed on the post event checklist by a designated church representative.
2. Upon receiving a completed application, Church of the Resurrection will schedule a volunteer host to provide access to the facility and who will remain present throughout the event from set-up to cleanup. The Responsible Party and all members and participants at the event will obey the instructions of this host. Failure to do so will result in immediate termination of the event and possible forfeiture of the security deposit. The host is a volunteer, so guests are asked to please be kind to him/her.
3. Church of the Resurrection will not provide volunteer hosts for individuals or groups wanting to use the facilities on an ongoing basis. Therefore, these individuals or groups must designate two individuals who will undergo Safe Church training and background checks at their own expense. Safe Church training is an online training offered by the Episcopal Diocese of East Tennessee, requiring roughly 3 hours to complete. Upon successful completion, these individuals will receive an electronic key code to access and secure the building. At least one of these individuals must be present at all meetings and events and will fulfill the responsibilities of the host.
4. Individuals and groups using the facilities are limited to accessing the parts of the building for which they have contracted.
5. Individuals and groups using the facilities whose participants include youths under the age of 18 must have two responsible adults (minimum age 21) for each ten youths, or part of ten youths onsite at all times.

6. All individuals and groups will leave the facility and restrooms in the same or better condition in which they found them. They are responsible for sweeping the floors, wiping tables, cleaning spills, and disposing of trash in the outside receptacles. All tables and chairs will be returned neatly to the locations where they were found. **Church of the Resurrection does not provide any set up, cleanup, teardown, janitorial, or custodial services.** These duties are the responsibility of the individuals or groups using the facility.

7. Chairs and tables may not be removed from the Parish Hall. Individuals and groups holding outdoor events must provide their own tables, chairs, tents, dais, microphones, speakers, etc.

8. Church of the Resurrection will not provide office supplies to users of its facilities.

9. Smoking and vaping are not permitted inside any building under any circumstance. The designated smoking and vaping area is the undercroft patio next to the church. Cigarette butt receptacles must be used.

10. No open fires, campfires, bonfires, fire pits or fireworks are allowed on church grounds. Gas and charcoal grills are allowed but must be 25 feet from any trees. An adult must always monitor any such grill when in use. The fireplace in the Parish Hall is not available for use.

11. Groups and individuals will receive guest access to our Wi-Fi, if requested. However, we offer no guarantee as to strength, speed or reliability of the Wi-Fi and are not responsible for any losses, program interruptions or other loss or injury incurred by the event organizer or participants due to the performance of our Wi-Fi.

12. If using the Nave in the Church, the space behind the Altar rail is not available. No furniture or other items in the church Nave shall be moved without prior written permission from the Rector/Priest-in-Charge or Senior Warden. No food or beverage may be taken into the Nave.

13. Before leaving the facility, it is essential to check that all appliances and lights are turned off and all windows and doors locked. Please do not adjust any thermostats.

14. Church of the Resurrection adheres to the [Alcohol Policy of the Episcopal Diocese of East Tennessee](#). Individuals and groups desiring to serve alcoholic beverages during their event must request and receive our specific permission prior to the event and such service must be in compliance with the stated Diocesan policy. Controlled substances and illegal drugs will not be permitted on the grounds or in any of the buildings.

Liability: Individuals and groups who use our facilities are responsible for any damage to or theft of church property occurring during their event. The Responsible Party shall be legally and financially responsible for all claims by a person or persons filing for any personal injury, property damage or loss while on church grounds or in a church building while the facilities are being occupied by the user.

1. Church of the Resurrection is not responsible for any theft, damage or injuries suffered by guests on the premises. We suggest that groups using our property have liability insurance to protect their guests and the church. Each Responsible Party will sign an agreement to release Church of the Resurrection from any liabilities, damages, lawsuits, and attorney fees regarding the use of this property.

2. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely

manner, prior to the event. In such cases, the Church of the Resurrection must be named as the additional insured.

Fee Schedule: All fees and deposits must be paid in advance, at which time the event will be recorded as a “Hold” on our event calendar. The event status will be changed from “Hold” to “Reserved” when the application has been approved. If the event is not approved, then the fees and security deposit will be returned. Checks will be made out to Church of the Resurrection. We do not accept digital payments or credit cards.

<u>Facility</u>	<u>Fee Schedule</u>
Nave (restricted use)	\$50 for church-affiliated or \$300 for non-affiliated individuals or groups (per event, up to 4 hours)
Rehearsal Fee	\$50 for church-affiliated or \$100.00 for non-affiliated individuals or groups (for rehearsal for above event)
Parish Hall, incl. kitchen	\$50 for church-affiliated or \$300.00 for non-affiliated individuals or groups (per day, per event)
Church Grounds only	\$50 for church-affiliated or \$300.00 for non-affiliated individuals or groups (per day, per event). There is no separate fee for use of the church grounds if another facility is reserved and paid for.

Refundable Security Deposit \$250.00 (refundable depending on post-event inspection)

Funerals for church-affiliated individuals will not incur any fees, though a voluntary donation will be appreciated.

Non- Profit Support Groups desiring ongoing meeting space may request to provide a voluntary donation in lieu of rental fees.

Non-profit youth organizations may request to provide a voluntary donation in lieu of rental fees.

Facility Use Agreement for Non-Parish Events

Acknowledgement and Acceptance:

By signing below, you acknowledge that you have read this agreement and accept the Terms and Conditions outlined herein. You also agree to be the Responsible Party and to ensure that your participants and guests comply with this Agreement and Policy.

This agreement constitutes the entire understanding of the parties and may not be modified by any oral representations or understandings, but only by written agreement signed by both parties.

Requested this _____ day of _____, 2____ by:

Name (printed)

Signature of Responsible Party

Title of Responsible Party

Phone Number

Email Address of Responsible Party

Name of Organization (if applicable)

Address of Organization (if applicable)

Please submit completed the Application for Church Facilities Use for Non-Parish Events, this Agreement page, the Release of Liability Agreement, and appropriate fees and security deposit to the Church Administrator.

_____ Below to be completed by Church of the Resurrection _____

The signature below, and on the attached Application confirms that your application has been approved by the Church of the Resurrection and that the space or facility requested has been reserved for your use.

Signature

Title

Name (printed)

Date

Application for Church Facilities Use for Non-Parish Events

Name of the organization or individual requesting use of the facility:

Principal purpose/mission of organization, if applicable:

Check all that apply: ☐ Non-profit organization Provide tax ID _____

☐ Church Member ☐ Church Staff ☐ Other: _____
(please specify)

Event (title and description)

Requested Date and Event Times: ____/____/____ M T W Th F Sa Su (*circle*)

Event Start Time _____ Set-up Start time _____ Clean-up/Teardown end time _____

Space(s) Requested: Parish Hall (2nd floor only) Kitchen Nave (Sanctuary)

Small Conference Rm (6-10 pers) Grounds ONLY (*circle all needed*)

Other: _____

Will food be served? ☐ Yes ☐ No *Note: you are responsible for removing all debris and basic cleanup to include disposal of all trash, wiping down tables, wiping up any spills.*

If using a Caterer list name & phone number: _____ or
check ☐ here if food is provided by Group

Other Requests or special needs (for example to serve alcohol)

Expected Number in Group _____ Age Range of Group _____

This is a single event (one-time) request _____ or
this is recurring event (recurring day) request _____ (check one)

_____ Below to be completed by Church of the Resurrection _____

Volunteer Host Name: _____ Cell Phone: _____

Rector/Senior Warden approval _____ Yes _____ No Date _____

_____ Rector

_____ Sr. Warden