



Rental Policy: The Great Hall

Christ Church events and outreach ministries always take priority over facility rentals.

Fees

- The rental fee for outside groups or individuals for a six hour period will be quoted upon application for use of the facility. When additional time is required due to the complexity of the event, an hourly rate will be quoted and applied. The rental fee for outside groups is \$500 with an hourly rate of \$80.
- Parishioners in good standing may rent the facility for personal use for themselves or immediate family members (parent, children, grandparent) at the rate of \$350.
- A deposit of \$100, payable by cashier's (bank) check or cash, is required upon signing the rental agreement. The deposit will be applied to the rental fee.
- A refundable security deposit of \$250, payable by cashier's (bank) check or cash is required at the signing of the rental agreement. The security deposit will be returned upon inspection. Deductions will be taken to cover the cost of any necessary additional janitorial time and/or repairs.

Application

- Groups and organizations of Christ Church (i.e. Jubilate, Women's group, Men's group etc.) have full use of the building at no charge, subject to availability as determined by the master calendar.
- An application for the rental of the facility must be submitted to the church office. The application will include information about the nature of the event, the name of the contact person responsible for the event, and the requested details as outlined on the application.
- Christ Church and its Vestry reserve the right to decline the rental of our facility if the proposed event conflicts with or is inconsistent with the Church's core values.

- If the renter must cancel their event, a cancellation notice of 14 days is required for a full refund.
 - o The cancellation of the rental with 7-13 days' notice prior to the rental date will result in a 50% refund.
 - o A cancellation made with fewer than 7 days' notice is non-refundable.

Rental

- The capacity of the rental is limited to 100 people.
- Access for a rental will not begin prior to 1:00 PM on any given day and the rental period, including clean-up and restoration of the space to its original condition, will conclude by 11:00PM.
- The renter will cease the use of a band, DJ, and/or loud music by 10:00 PM.
- The renter must adhere to the Village of Warwick noise ordinance, which states that the following is prohibited: *“Noise from any sound-production or sound-reproduction system, whether fixed or mobile, or from any radio, portable radio, tape player, television, tape deck, C.D. player or other sound device that produces, reproduces or amplifies sound in such a manner as to be heard 60 feet from its source or inside any occupied residence, dwelling unit, school or religious building.”*
- The Church is in a residential neighborhood and makes every effort to be a courteous, respectful neighbor. Renters are expected to behave likewise. Complaints to the Church from neighbors will result in forfeiture of the security deposit and prohibition of the renter and/or the renting organization from renting the facility in future.
- A certificate of insurance for general liability naming Christ Episcopal Church as the insured for \$1,000,000 must be obtained by the renter and provided to the Christ Church office no later than two weeks prior to the rental date. Failure to do so will result in the cancellation of the event and a loss of the security deposit.
- The rental includes the use of the Great Hall, loft, kitchen and first floor bathrooms. The second floor, the offices, the Lower level Thrift Shop and the worship space are off limits. The use of the library may be added for special events; please ask.
- This rental includes the use of the tables and chairs. Linens, dinnerware, cookware, flatware and serving dishes **are not** included.
- The rental includes the use of the kitchen as a warming kitchen *only*. Food *may not be cooked* on premises. The refrigerator may be used to maintain food safety.

- Beer and wine are permissible. Alcohol of any other kind is not permissible. The renter is responsible for monitoring the alcohol intake of their guests and is responsible for any liability that results from the alcohol use.

Renter Responsibilities

- No decorations are to be attached to any door, wall, ceiling, railing or light fixture. The use of tacks, tape, glue, nails, hooks (whether nailed or adhesive) or any other type of adhesive material are not allowed under any circumstances. Renter agrees to consult with Christ Church at least two weeks in advance of the event about permissibility of unusual decorative elements desired.
- Glitter and mylar balloons are not permitted.
- The renters are responsible for leaving the rented rooms in the condition that they were found.
- Christ Church and its attached buildings are 100% smoke-free. There is to be no smoking, no use of e-cigarette devices nor the use of illegal substances within any building or room located on the Christ Church campus or on the Church grounds.
- Guests under the age of 18 must be supervised by the adult renting the facility.
- All food and beverages must be removed from the facility at the conclusion of the rental and the kitchen and Great Hall garbage cans must be emptied and removed to the dumpster.

Personal Property

- Christ Church is not responsible for loss, theft or damage to any materials, supplies or other items brought into the facility.
- Christ Church is not responsible for loss, theft or damage to any personal property.

General Information

- Upon prior consultation with both the Senior and Junior Warden, the Rector may alter elements of this policy to accommodate special circumstances, on a case-by-case basis. Last-minute accommodations may not be possible; renters should anticipate and consult with the Church well in advance on matters where an exception might be appropriate.

- Parking is limited at Christ Church. Guests may use street and lot parking throughout the Village (according to posted limits). Refrain from blocking driveways or access to personal property or parking in the Assembly of God church parking lot, across 2nd St. from Christ Church.