Guidelines & Conditions

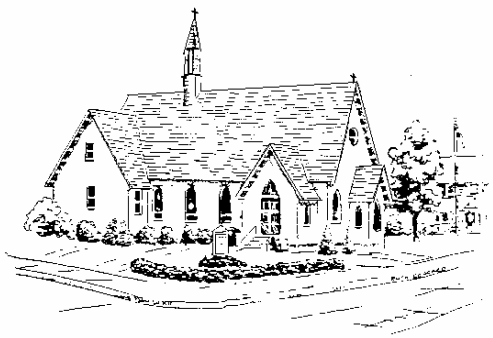
- NO SMOKING is permitted in the building.
- NO ALCOHOLIC BEVERAGES (including wine, beer, champagne, liquor) or drugs are allowed in the building.
- The CHURCH itself and the PARISH OFFICE are strictly off-limits. NO PHONE is available.
- Our LOWER LEVEL (The Canterbury Children's Center) is strictly off-limits.
- CHILDREN are to be supervised at all times by a responsible adult.
- PARKING is available on the street only.
- A COAT RACK is available in the corner at the top of the stairs.
- A REST ROOM is located on the main hallway next to the Parish Office.
- CATERERS may be used, provided food is previously prepared and all regulations for the use of the building are respected and enforced.
- DECORATIONS are not to be attached to the walls, ceiling or woodwork.
- We cannot store items in advance for those using our space.
- KEYS for access can be obtained by parish members during regular office hours. The Sexton will open the Parish Hall for non-parishioners.
- Ten FOLDING tables and their chairs are available for use. Parishioners or the Sexton are responsible for setting up and taking down the tables and chairs.
- FURNITURE is to be returned to its original location after use.
- HEAT is controlled by the thermostat located on the wall behind the right-hand folding door to the front parlor. See instructions on the thermostat.
- CONSIDERATION. Please be considerate of other groups that may be using the building concurrently.
- All TRASH must be placed into the trash barrels in the kitchen for collection. Please remove trash to the outside shed.
- Please check that the DOORS are locked and secure when leaving
- All WINDOWS must be closed and locked at the completion of the event.
- In case of FIRE, evacuate the building immediately. The church fire alarm system is connected directly to the Wakefield Fire Department.

Emmanuel Episcopal Church

Wakefield, Massachusetts

Policy and Application for Facility Use

April 2005



5 Bryant Street, Wakefield, MA 01880
Telephone 781-245-1374
Fax 781-245-5376

FACILITY RESERVATION FORM

Emmanuel Episcopal Church
5 Bryant Street, Wakefield, MA 01880

Please complete and return with the appropriate fees.

Organization:_____
_____

Description/ Purpose of Organization: _____
_____
_____
Contact Person: _____
_____
Address:_____
_____
_____
Daytime Phone # _____
Evening Phone # _____

Date and Time Requested: _____
_____
Activity Planned: _____
_____
Room Arrangement Needed: _____
_____
Special Requests/Considerations:
_____
_____
_____

Use by Parishioners:

___ no Sexton needed	no charge
___ with Sexton	$20/ hr.

Other Use (Sexton required):

___ use up to three hours	$75
___ extra hours (after 3 hrs)	$20/ hr.

WHO MAY USE THE FACILITIES?
The Emmanuel Episcopal Church complex is intended primarily for use by Parish groups to further the general mission of the Parish and is available without charge to any Parish-sponsored group or parishioner, as available. Other non-profit organizations are also welcome to use the facility in a similar manner on a space-available basis. For organizations, a $1,000,000 liability policy is required (please attach a copy to this application).

HOW TO RESERVE THE FACILITY
Please make your requests for space as far in advance as possible. Check with the church secretary on preliminary availability of the desired date. Next, complete the attached form and deliver it to the Parish Office. Your request will be reviewed and you will be notified in writing whether or not your request has been approved.

FACILITIES AVAILABLE
The Parish Hall consists of a main section approximately 25'x 40'., with two attached parlors. Ten (10-person) rectangular tables, with chairs, are available for seating. Minimal use of the tea pantry is included in the fee and is described below.

The Tea Pantry has capacity for the simple service of food which is prepared elsewhere, with disposable dishes and utensils supplied by the user, and use of the church coffee maker, very small refrigerator, and sink. Coffee, cream, food, towels, napkins, table coverings and other expendables must be supplied by the user.

RESPONSIBILITIES
All groups must restore the facility to the condition in which it was supplied to them. All trash and leftover food must be placed in the trash barrels if the Sexton is present. If a parishioner is using the space with no Sexton, the parishioner is responsible for bagging all trash and removing it to the trash shed located in the back outside the Church.

SIGNATURES REQUIRED
The undersigned has read the rules and regulations governing the use of the facilities and has agreed to comply strictly with them, and to assume full responsibility for any damage or loss to Emmanuel Episcopal Church as a result of the use and/or misuse of the facilities by the undersigned and its invitees, and agrees to make the same good without expense to Emmanuel Episcopal Church .

The undersigned hereby further assumes personal responsibility for all liability to any person(s) arising out of the use of the facility hereby applied for, and agrees to hold Emmanuel Episcopal Church and their agents and employees harmless from, and indemnify them against, any and all claims, demands, liability, and damages resulting from the use of the facilities by any one at the event held therein which is authorized by the approval of this application.

Signature of Applicant:

_____

Date:_____
Deposit Received:_____