

THE EPISCOPAL CHURCH OF THE GOOD SHEPHERD

**96 Jewett Parkway
Buffalo, New York 14214-2322
716-833-1151
716-833-1162: fax
www.episcopalgoodshepherd.org**

Request for Building Use

_____ Date of request

Group Name _____ Profit / Nonprofit Status _____

Address _____

Telephone _____

Primary Contact _____ Telephone _____

Type of event _____ Ongoing **Y** **One-time**

Date(s) needed _____ Times _____ # of people _____

Facilities and services required _____

Charge for admission _____ Meals or refreshments _____

Promotional materials to be distributed (attach & describe) _____

Applicable fees _____

Special needs _____

Rector approval _____ Date _____

Guidelines for Use of Facilities Episcopal Church of the Good Shepherd

1. All requests for space must be made or confirmed in writing, using the form provided. All ongoing requests will be renewed annually in September of each year.
2. Users should make one visit to see space desired. This will also aid in determination of needs.
3. Each group must sign a contract for space rental and a waiver and release of liability. Each group must secure its own insurance and provide The Church of the Good Shepherd with a Certificate of Insurance that provides a limit of liability of at least \$1,000,000.
4. The attached schedule of fees applies to all building use. *We estimate that it costs the parishioners of the Church of the Good Shepherd about \$32.00 an hour for building use, which includes utilities, insurance, maintenance and repairs, and janitorial services. In addition, rising fuel costs might necessitate an adjustment in fees in the heating months.*
5. Exceptions to fees are at the discretion of the Rector. Due to the cost of building space and heating costs in the winter months, **contributions** for the use of space most thankfully received.
6. If the space is provided at a reduced rate or donated, the user is expected to leave the space in as clean a condition as possible, with all paper and garbage properly disposed of, and lights turned off and doors secured at the end of the use.
7. Janitorial services for users are \$18.00 per hour, with a one-hour minimum charge. This includes set-up and clean up.
8. Coffee, other refreshments, and containers, etc. must be provided by the user. For ongoing use, arrangements may be made with the parish office for storage space.
9. Needs for set-up, space and services must be finally determined no later than one week prior to the event. Changes cannot be made after this time.
10. The Director of Music must approve use of organs and pianos.
11. Church nave and chancel and chapel furnishings will remain in their usual Sunday configuration unless previously arranged with the Rector.
12. Payment for the use of Good Shepherd facilities and services will be made one week in advance.

13. Absolutely no food or drinks allowed in the church or chapel without explicit permission given ahead of time.
14. The facility is a non-smoking facility. There is absolutely no smoking in the building.
15. If alcohol is served, it must have prior approval. All local, state, and federal laws concerning alcohol use (including age limits and ID requirements) must be observed.
16. There is a \$400.00 deposit fee for non-parishioners, and \$150.00 deposit fee for parishioners. In the event of a cancellation with less than **48 hours notice** or the renter is a no-show, this deposit will be forfeited.
17. If clean up needs to be done after the event (and it has not been arranged in advance), a clean-up charge at the rate of \$20.00 per hour will be deducted.
18. The users shall be responsible for any security protection needed. In addition, the user shall pay all taxes, fees, or other government charges resulting for the use of the space, with the Church of the Good Shepherd in no way responsible.
19. The users and guests shall at all times conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property or the use of space. This includes a no-smoking policy AT ALL TIMES.
20. The users and guests of property of the Church of the Good Shepherd are reminded of the Episcopal Church's policy that all persons are welcome without regard to age, race, gender, sexual orientation, disability, nationality, religion or creed. Deviations from this policy must have the approval of the Rector for space use.

**FEE SCHEDULE
2012**

Jewett Hall, Mears Hall, Smith Hall

One half day or evening	\$250.00
Full day, morning and afternoon	\$400.00
Full day plus evening	\$600.00

Maintenance fees

30 chairs and 3 or less tables	\$ 25.00
35-100 chairs and 3 or less tables	\$ 50.00
over 100 chairs and over 10 tables	\$ 100.00
Clean-up (dinners, receptions, etc.)	\$18.00 per hour if arranged in advance; \$20.00 per hour if not arranged in advance.

Hospitality fees

Coffee, tea set-ups; tablecloths, newsprint and other materials Will Quote

Church or Chapel Use

The Church or Chapel is not rented. Use requires approval by the Rector.

SPACE RENTAL AGREEMENT
Episcopal Church of the Good Shepherd

I agree to represent the following named group, _____ with which I am affiliated, with respect to all matters concerning use by the members of stated group of the facilities owned by the Episcopal Church of the Good Shepherd, 96 Jewett Parkway, Buffalo, New York, 14214.

I further guarantee deposit and/or payment to the Church of the Good Shepherd for use of space according to the following:

I have read the Guidelines for Use of Facilities and agree to observe these guidelines. I agree to sign a Waiver and Release of Liability.

The Church of the Good Shepherd reserves the right to cancel any scheduled activity with 48 hour's notice given in order to accommodate any parish activity. The Church of the Good Shepherd also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

I further agree to be responsible for any damages incurred to the Church of the Good Shepherd facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

Signature of group representative: _____

Name of Group: _____

Date: _____ Telephone: _____

Address: _____

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by The Episcopal Church of the Good Shepherd to use the facilities owned by the Church, under terms as outlined in Guidelines for Use of Facilities and Space Rental Agreement, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against the Church of the Good Shepherd, its members, rector, vestry, wardens, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify the Church of the Good Shepherd from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Signature

Date

Name (print)

Group Name

Address

Telephone