

# Application for Use of St Michael's Parish Facilities

Schedule A

P O Box 124, Fort Bragg, CA 94327 ✉ (Franklin & Fir Streets) ✉ (707) 964-1900

*The Applicant shall read the terms and conditions of this hall use policy, complete all questions which apply, and indicate consent to the terms and conditions of this policy which apply by signing and returning this form to the Church Office (with payment in full of fees where required).*

\_\_\_\_\_  
**Name of Contact Person**      **Name of Organization**      Tax Exempt# if applicable

\_\_\_\_\_  
**Mailing Address**      **City**      **Zip**      **Telephone**      **Work Telephone**

\_\_\_\_\_  
**Person legally responsible**

\_\_\_\_\_  
**Primary Purpose of Use**

<b>Date(s)</b>	<b>Facility requested</b>	<b>Hours of use requested</b>	<b>No. of People</b>
_____	_____	_____	_____
_____	_____	_____	_____

*\*Include rehearsals, set-up and clean-up times, etc.*

Describe activities planned. \_\_\_\_\_

Does your organization have liability insurance?    **Yes**    **No**    Amount \_\_\_\_\_

Seating and other set-up needed? *(List equipment needed, how it is to be used. Remember that putting equipment back undamaged is your responsibility. You will be charged for damage to equipment or facilities)*

Will you be bringing in any equipment?    **Yes**    **No**    If "yes," what type? \_\_\_\_\_

Will admission be charged?    **Yes**    **No**    If so, how much?

Will donations be solicited?    **Yes**    **No**    Is it a "free will" offering?    **Yes**    **No**

**I/we have read and agree to the terms and conditions of use as stated in this St. Michael's Facilities Use Policy and Guide.**

\_\_\_\_\_  
Applicant's Signature      Date

Key Deposit      \$ \_\_\_\_\_

Use Fee(s)      \$ \_\_\_\_\_

\_\_\_\_\_

Deposit Paid      \$ \_\_\_\_\_

Total Received      \$ \_\_\_\_\_

Reservation approved, confirmed, and acknowledged by:

\_\_\_\_\_

Balance Due, if any      \$ \_\_\_\_\_

\_\_\_\_\_

Date  
Has this reservation been entered on the Parish Calendar?    **Yes**    **No**

## Hall Use Policy (Halls Kitchen and Church Standard Donations)

Suggested standard donation per day	Amount
Larsen Hall Only (\$300).....	_____
Larsen Hall & Kitchen Use (\$325.00) privileges with use, no cooking	_____
Larsen Hall & Kitchen use (\$400) privileges with cooking .....	_____
St. Veronica’s Hall Only (\$250).....	_____
St. Veronica’s Hall & Kitchen use(\$275)privileges with use, no cooking	_____
St. Veronica’s Hall & Kitchen use (\$300) privileges with cooking .....	_____
Kitchen Use Only (\$150).....	_____
Church (\$950).....	_____
<i>(Church use include, pastors but not, music, or altar guild)(See instructions for church use)</i>	
<i>(Church use is at the Discretion of the Rector, or their representative)</i>	
Multipurpose Room in Townsend Hall (\$100) .....	_____
<i>(Use of this room is at the Discretion of the Rector, or their representative)</i>	
Refundable Security, Cleaning and Key Deposit .....	<u>\$220</u>
<i>(Separate check that will be returned to you upon return of facilities/key in good order)</i>	
<b>Total</b> .....	_____

*Tables and Chairs avail: 6 eight ft. round, 2 small round, 4 eight ft. long rectangle, 3 6 ft long rectangle, 1 twelve person round discussion setting (6 two-person sections), 100 folding chairs.*

**Note that facilities use ends at 10:00PM unless special arrangements have been made.**

- 1) There is absolutely **no smoking** anywhere on these premises at any time.
- 2) Fees must be paid in advance, without exception, in cash, cashier’s check or money order. If a cashier’s check or money order, use second to avoid delay in refund of security/cleaning deposit. Personal checks may be accepted at the discretion of the Rector or their representative.
- 3) The parish requires liability insurance for any non-parish functions.

**Alcohol**

**The parish requires additional liability insurance if alcohol is to be served.** Proof of such insurance must be presented. (One day insurance liability can be obtained thru a homeowner’s policy, or through Northwest Insurance Agency).

**If alcohol is to be SOLD-** a one day liquor license is required by the *The ABC*.

Times for facilities uses, and which spaces within the facilities are to be used, are part of the Application for Use of Parish Facilities, Schedules A. **Note that facilities use ends at 10:00PM, unless otherwise stated and agreed to in the stated Application for Use of Parish Facilities.**

**Clean-up may continue up to 11:00PM. Facility users must not disturb other users of the facilities or the neighbors at any time.**

The required Security/ Cleaning Deposit will be returned to the person(s) or group who made the deposit after the facility has been inspected by the Rector or their representative(s).

## **FACILITIES USE POLICY AND GUIDE**

### **for St. Michael and All Angel's Episcopal Church**

1. Every group which has a key to the parish halls must have a designated contact person whose name, telephone number, and address are on record in the Parish Office, and who will sign this policy on behalf of the group. Please list at least one such contact person, preferably, more than one, on the Application for Use of Facilities, Schedule A. It is the responsibility of the group to notify the Parish Office when a new contact person is designated by the user-group. If the Parish Office does not have a current contact person, we are unable to notify groups that use the hall of scheduling changes. From the effective date of this policy, there will be a key deposit of \$20.00 for non-members.
2. Please make sure that your group's correct name and meeting time are entered on the Parish Master Calendar which is kept in the Rector's Office and the published calendar in the monthly newsletter and posted on the bulletin boards. Group leaders are responsible to checking the parish calendar for possible date/time use conflicts. It is helpful to read the parish newsletter, *St. Michael's Herald*; copies may be obtained from the Parish Office or from the narthex of the Church. You may not change your group's hall use time without permission of the Parish Office.
3. Each group's use of facilities is restricted to the agreed on and designated areas and times within the Parish 'campus'. This is, in part, to avoid conflicting with other groups that may be using other areas within the buildings at the same time.
4. **The St. Michael's Parish Community always has priority in the use of facilities.** Groups that regularly use the facilities may, on occasion, be denied use of the facilities, or asked to change their meeting times or location, to allow for use by the Parish. St. Veronica's Hall is especially set aside for parish uses; a statement to this effect is posted in that hall.
5. Agreements for use of facilities may be terminated by either party at any time. Agreements will be reviewed and renewed annually.
6. **All fees must be paid in advance, without exception.** All expenses, liabilities, or damages resulting from a group's use of the facilities is herein acknowledged to be the sole responsibility of that group.
7. Each group is responsible for custody of its key or keys. If a key is lost, it must be immediately reported to the Parish Office. A new key will be issued upon payment of the required \$20.00 fee for keys. If a group stops meeting at St. Michael's, keys must be returned to the Parish Office with notification that the group will no longer meet.
8. Each group using a hall is responsible for keeping the hall secure and in proper order. Each group is responsible for breakage or despoilage of church property and for the conduct, behavior, and actions of its members, guest, agents, suppliers, contractors, sub-contractors, or any others attending the group's meetings. The user shall be responsible for compliance with fire and public safety laws. The user will indemnify and save harmless St. Michael and All Angel's Episcopal Church, Fort Bragg, California, its Rector, Vestry, employees, and members from and against all loss, expense, including but not limited to, judgments, settlements, attorney's fees, and costs by reason of liability imposed by the law upon the Parish, its Rector, Vestry, employees and members for damages because of personal or bodily injury, including death, at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of the use thereof, arising out of or in consequence of the use of Parish facilities, whether such injuries to

persons or damage to property is due to the negligence of the user, the employees, agents, guests, suppliers, contractors, or sub-contractors of the user, the Church, its Rector and Vestry, employees, members, or agents.

9. If you are planning to decorate a hall, decorations should be attached with removable masking tape. Scotch tape, thumb tacks, nails, pins, or similar objects may not be used since these permanently deface the surfaces.
10. Please notify the Parish Office (964-1900) about any problems with facilities, breakage, furniture, heating systems, etc., as soon as possible.
11. Please note the following:  
Do not drag tables over floors. This damages both the tables and the floors. Tables are to be moved by lifting and carrying. If a table is damaged, or not usable, please report this to the Parish Office either by calling the Parish Office at 964-1900 or leaving a signed, written note in the "Office" mail slot.
12. Equipment must be returned to its proper place. Tables, chairs, and furniture are to be put back in the set-up that they are usually in, so as to be ready for the use of the next group.
13. At present, thermostats may be turned on manually, and must be turned off
  - i. manually at the end of your meeting. A thermostat setting of 65 degrees
  - ii. will comfortably and quickly heat either hall. Groups should be especially
  - iii. vigilant about turning off lights and heat.
14. Please make sure that heaters and **all** lights, except the exterior security
  - i. lights, are turned off and all doors are securely locked when you leave. Please close all interior doors; this is for fire prevention.
15. Please recycle whenever possible. Empty recycle & trash containers into the larger containers in the kitchen..
16. St. Michael's is a "safe space" for children. Children must be properly supervised at all times by a responsible adult, and not allowed to disturb other groups meeting in the buildings or St. Michael's neighbors. The responsible adult must make sure that children's toys, paper, cups, etc., are picked up before closing up and leaving the building. Failure to properly supervise children will result in immediate cancellation of a group's use of our facilities. Unauthorized adults must never be left alone with children
17. on these premises.
18. Although some groups who qualify under Paragraph 1 above are permitted to use the facilities without charge, they are requested and encouraged to make donations to help cover the cost of the facilities use by the group.
19. St. Michael's reserves the right to decide who shall use the facilities, and may at any time deny use of our facilities to any group.
20. There is absolutely no smoking anywhere on these premises at any time, inside or outside, at any time. This is an insurance requirement.
21. Rental Rates (See attached Fee Schedule B)
22. All fees must be paid in advance, without exception. Fees may be paid in cash, cashier's check, or money order. If a cashier's check or money order is used, a separate cashier's check or money order is needed for the security/cleaning deposit. Personal checks may be accepted or refused at the discretion of the Rector or his representative(s).

23. The parish may require additional liability insurance if the facilities use is not for a parish function. All events that serve alcohol are required to provide proof of insurance, naming St Michaels & All Angels as Additional Insured. (note: one day insurance liability can be obtained thru a homeowner's policy, or though Northwest Insurance Agency on N Franklin).
24. Times for facilities use, and which spaces within the facilities are to be used, are part of the Application for Use of Parish Facilities, Schedule A. **Note that facilities use ends at 10:00 p.m., unless otherwise stated and agreed to in the stated Application for Use of Parish Facilities. Clean up may continue up to 11:00 p.m. Facility users must not disturb other users of the facilities or the neighbors at any time. If complaints are made, St. Michael's reserves the right to immediately terminate facilities use.**
25. The required **Security/Cleaning Deposit** will be returned to the person(s) or group who made the deposit after the facility has been inspected by the Rector or his representative(s), and it is determined that the facility is clean, in order, and no damage has occurred. This is determined by the terms of this use policy and agreement and by the discretion of the Rector or his representative(s).

## Kitchen Use Guide:

If you use the coffee makers or hot pots, you must provide your own coffee, filters, tea, creamer, sugar, and paper cups, napkins, etc., unless otherwise determined in this agreement

- ❖ How to use the coffee maker:
  1. Plug into wall plug. Wait 20 minutes.
  2. Place empty pot under funnel.
  3. To make hot water (i.e., for tea):
    - a. Use the tea kettle on the stove or pour one glass carafe filled with cold water through the screen. Water will drip through empty funnel to carafe below.
  4. To make coffee:

Place empty pot under funnel (orange top for decaf.).

    - a. Remove filter funnel; insert paper filter; fill with measured amounts of coffee, using the plastic coffee measurers, for desired strength. Replace filter funnel.
    - b. Pour one full carafe of cold water through screen.
    - c. Turn on warmer switches while coffee drips.
    - e. Glass carafes, and the glass linings of the hot pots, are fragile. Do not leave empty carafes on the warmer pads, or pour cold water into hot glass, etc.
- ❖ you must make sure that the **filter basket is emptied**, and the coffee maker and carafes are clean, switches turned off, and unplugged. The hot pots must be thoroughly washed and set aside to air dry.
- ❖ if you use the ceramic cups, or other dishes, **please wash, dry, and put away**. (Dish towels are in the drawer to the right of the sink.)
- ❖ if you use linens or towels, a responsible person must have them laundered and returned as soon as possible.
- ❖ if you use the Parish's silver flatware, you must make sure that it is clean and dry before returning to the cloth wrappers in the appropriate drawers.
- ❖ if you use the stoves, they must be left properly and completely clean: this includes the burners, ovens, the drip pans under the burners, the racks, and the griddles.
- ❖ the dishwasher automatically starts when the handle at the top is depressed. Dishwasher soap is kept under the sink next to the dishwasher.
- ❖ The purpose of the dishwasher is to sterilize dishes, etc. Please rinse dishes before placing in dishwasher
- ❖ all counters and surfaces should be washed down with hot soapy water.
- ❖ to avoid ant problems: please make sure that the food traps in the sinks are clean, and all washing cloths thoroughly rinsed and clean, and that all counter and table tops are washed and clean.
- ❖ there are guidelines for kitchen use posted in the kitchen which must be followed so that the kitchen may be left clean and in order for the next user.

We, the Parish Community of St. Michael and All Angels Church hope you enjoy using our facilities. If you have any suggestions about how we may improve our facilities, please be sure to let the Parish Office know in writing at your earliest convenience. Thank you.