

Calvary Episcopal Church

1615 First Street Indian Rocks Beach, FL 33785

727-595-2374

PROPERTY USE AGREEMENT

THIS AGREEMENT is made _____ day of _____ 20____ between Calvary Episcopal Church (Calvary) and _____ (Lessee) and/or DBA (Alias organization) as _____

☐ Parish Hall ☐ Barge Hall ☐ Church ☐ Classroom ☐ Other _____

Lessee Contact: _____

Address: _____

Email: _____

Phone: _____

Date(s): _____

Est. Start time: _____ Est. End time: _____

(Note: the date and time requested includes the time needed for set up, function, and clean up.)

Type of event: _____

Purpose of event: _____

An appointed member of the Church will schedule a random visit to do a headcount; deposit not refunded if there is overage. Must not exceed 150 people in the Parish Hall or 300 people in the Church Sanctuary as this is a violation of the Fire Code.

Expected attendance: ☐ <50 ☐ >50

The Lessee agrees to the following terms and conditions for the use of the above named facilities. Please understand that the facilities at Calvary have been dedicated to the service of God, and all those participating in any program using these facilities must conduct themselves in such a manner as to preserve the good name of the Church.

For Administrative Use:

Event date has been approved and added to parish calendar

All fees/deposits have been received

Key # has been recorded & provided

Key # has been returned & recorded

All Lessee Contact information was provided

A Calvary Contact was assigned

☐ Yes ☐ No Initial: _____

☐ Yes ☐ No Initial: _____

☐ Yes ☐ No Initial: _____

☐ Yes ☐ No Initial: _____

☐ Yes ☐ No Initial: _____

☐ Yes ☐ No Initial: _____

TERMS AND CONDITIONS

1. This agreement is effective when approved by the Rector and/or Jr. Warden of Calvary and a scheduled walk-through is required before signing.
2. You are not allowed to have an event that is excessively loud, whereas the City of Indian Rocks Beach noise ordinance has been violated. Any complaint from the surrounding neighborhood is a violation of this contract and will result in a withholding of your security deposit. In addition, **No sound** will be made at your event to which it can be heard from the nearest neighbor **after 10pm. This is a IRB City ordinance**. The Church is not held responsible for any citation or measures of enforcement if/when the police are notified. Future requests for rentals by anyone in your party will not be allowed if there is a reported violation.
3. The Church is a smoke-free building and smoking is not permitted in the building at any time, nor on the outside porch/deck or any part attached to our building.
4. If alcoholic beverages are served there are strict rules. Alcohol can be supplied by donations only; no cash bars. Calvary does not hold a permit for use. No hard liquors or Beer can be served from a large dispenser/keg without specific permission; Wine is preferred selection per glass by an attendant who monitors consumption; No drunkenness is allowed on Church property;
5. Lessee will be given a key/code for designated building area contracted for use. Keys are not to be duplicated or codes given to anyone outside this contract. Keys are to be returned at end of contract. Lessee is responsible for closing and locking facility when event is over.
6. No animal allowed (except service animals) in building or given express consent by the Rector.
7. Illegal gambling is prohibited in the building or on the grounds and all fundraising must go to benefit the Church as agreed upon. No drugs are allowed in building or on the grounds.
8. Lessee (organizations only) must provide a certificate of insurance and general liability coverage limits should be at least **\$250,000**. Calvary assumes no liability for your property. Anything not removed after 24 hours will be considered abandoned and may be discarded.
9. The Lessee agrees to assume liability for any damages, accidents, thefts, or injury that may occur to the Lessee or its agents, or to any property, including property and equipment of Calvary, from any cause whatsoever resulting from the use or activity covered by this Agreement. Lessee further assumes full responsibility for the character, acts and conduct of all persons entering the facilities or property of Calvary by the consent of the Lessee or its agents. The Lessee will indemnify, hold harmless and defend Calvary, its employees, representatives and agents from any and all claims, losses, damages, costs, charges, expenses, suits or actions whatsoever brought against Calvary, its employees, representatives and agents which may arise or accrue by reason of use by the Lessee or its agents, contractors, servants, employees of the facilities as described herein.
10. Calvary reserves the right, in the exercise of its discretion, to rescind and cancel this Agreement at any time when purpose(s) for which the facilities are used or are intended to be used shall be deemed questionable or contrary to the best interests of Calvary. All security deposits will be held by the Church if any of the above are violated.

I have read and understand the terms and conditions of this Rental Agreement. I have received a copy of the *Use of Facilities/Room Guidelines*. I understand the guidelines and agree to be responsible for seeing that the instructions are followed. This contract is official when signed by both parties.

Lessee Signature

Rector

Rental Agreement.doc

Jr. Warden (optional)

07/20/2016

JR

PROPERTY USE FEE SCHEDULE (per day)

Room	Attending	Non-Member	Member Or Community Partner*
<input type="checkbox"/> Parish Hall	>50	\$750.00	\$150.00
<input type="checkbox"/> Parish Hall	<50	\$375.00	\$150.00
<input type="checkbox"/> Church Sanctuary (Weddings/Funerals)	250	\$500.00	\$150.00
<input type="checkbox"/> Barge Hall	<35	\$75.00	\$ N/A
<input type="checkbox"/> Classrooms	<25	\$35.00	\$ N/A
<hr/>			
<input type="checkbox"/> Refundable Deposit			
Parish Hall &/or Church Sanctuary		\$500.00	\$ N/A
All other rooms above		\$100.00	\$ N/A
<hr/>			
<input type="checkbox"/>	Calvary Custodian (Parish Hall & Church Sanctuary only) \$250.00; Can be waived only if party consents to "Other Custodian" and guidelines are followed; security deposit will be withheld if not compliant.		
<input type="checkbox"/>	Self-Custodian (Provided by Lessee): _____		
	Name	Phone	
<input type="checkbox"/>	Calvary Entertainment Basic package: 2 hours of live keyboard & vocals, \$250.00; Premium package: 4-piece band, \$500.00		
<input type="checkbox"/>	Self- Entertainment (Provided by Lessee): _____		
	Name	Phone	
<input type="checkbox"/>	Calvary Caterer Basic to premium packages available, based on number of attendance and food selections; Est. \$1000		
<input type="checkbox"/>	Self- Caterer (Provided by Lessee): _____		
	Name	Phone	

Included with rental of Parish Hall
Use of 60" round tables (AS NEEDED)
Use of (100) folding chairs (AS NEEDED)
Use of six (6) 8' banquet tables
Use of kitchen, refrigerator & ice machine
Use of podium
Use of staging
Certain technology is not available (ie. Sound system, video displays, microphone, etc.)

A contact will be provided who will be responsible to give you access and to make sure all the guidelines have been satisfied. They are included in the rate and are non-negotiable for all non-members.

FACILITIES/ROOM GUIDELINES
(All must be completed after the event)

- ☐ Lights OFF;
- ☐ Ceiling fans OFF;
- ☐ A/C set at 80 degrees. A/C cannot be set lower than 70 degrees;
- ☐ All doors locked and secured;
- ☐ Appliances turned OFF;
- ☐ Furniture in its original state (Take a picture before set up);
- ☐ Outside deck in its original state (no trash whatsoever);
- ☐ All personal items removed;
- ☐ Report all items that need repair/general observations, to the Church Office (no refunds for any inoperable equipment, including AC and lights);
- ☐ Trash cans must be neatly arranged at outside receptacle sight with all containers recessed so that the trash is not exposed;
- ☐ All loose trash around parking area used must be cleaned;

If any of these have not been satisfied a portion or full amount of security deposit will be retained

IF self-providing Custodian the following must be completed or deposit will not be returned

- ☐ All dishes cleaned with hot water and put away in the proper place;
- ☐ Nothing left out in sink, dishwasher or countertops;
- ☐ All kitchen counter tops sprayed with cleaner and wiped clean;
- ☐ Floors must not be sticky. If they are, you are responsible for mopping;
- ☐ Floors must not be dirty. If they are, you are responsible for sweeping;
- ☐ All trash must be bagged, tied and properly disposed in outside trashcans with lids on;
- ☐ Trash cans must be pushed back and inside wooden enclosure;

If any of these have not been satisfied a portion or full amount of security deposit will be retained

Enjoy the use of our property!

Parking Guidelines

You are allowed to park no more than seventy-five (75) cars on our lots/curbside for your event. There will be employees from Keegans and Guppys restaurants who will use our lot during your event. Every car over the allotted (75) will be charged \$20 each by attendant.

The South Parking Lot is forbidden access to your event.

Only five (5) service cars are allowed to those who need access to the kitchen and setup. Every car over the allotted (5) will be charged \$25 each by attendant.

No one is allowed to park on the grass curbside on any part of our property.

Tell all of your people they are to enter the front entrance (marked below). Signage will be inside the door directing people to the location of your event.

