



St. Paul's Episcopal Church  
4535 Piney Church Road, Waldorf, MD 20604-0272  
(301) 645-5000 | www.stpaulswaldorf.org

### APPLICATION FOR SPACE USE

**Submit completed form to: [office@stpaulswaldorf.org](mailto:office@stpaulswaldorf.org)**

**I would like to rent:**

Hamilton Room Fellowship Hall

Requested Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

Applying for:  Individual  Organization

Name of Applicant: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Member of St. Paul's:  Yes  No

Purpose for which facilities are to be used: \_\_\_\_\_

\_\_\_\_\_

Number of people attending: \_\_\_\_\_

Special conditions/equipment: \_\_\_\_\_

In submitting this request with my signature I hereby state: I am familiar with the policies and procedures for use of spaces as adopted by the rector and vestry of St. Paul's Episcopal Church. I understand that I am liable for any damages that may occur to the spaces I use while I am using them. I understand I must show evidence of insurance for general liability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**CHURCH USE ONLY**

Deposit Received: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Evidence of Insurance: \_\_\_\_\_

Security Deposit Received: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Key Deposit Received: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Final Payment: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Amount Withheld: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

## **BUILDING RENTAL FEE SCHEDULE**

- Functions are scheduled in four-hour blocks with one additional hour for set and clean up (5 hours total). Any other time frames are to be negotiated. Additional hours may be reserved at a rate of \$175 per hour.
- **A deposit of 50% of the total cost will be taken for “One-time Event Rental” at time of contract signing.** This deposit will go toward the total cost of the hall. The full deposit will be returned if the event is canceled at least 30 days before the event. Deposit is nonrefundable if canceled within 30 days of the event. If the rental is scheduled within 14 days of the event, the full fee is due.
- **The balance must be paid in full 14 days prior to event.**
- **A security deposit of \$250.00 is due 14 days prior to your event.** This will be returned after inspection of the facility after your event.
- **A key deposit of \$100.00 is due 14 days prior to your event for anyone who obtains a key.** The deposit will be returned when the key is returned to the Parish office.
- **Fee Schedule**

Hamilton Room (50' x 50')	\$800 (includes kitchen usage)
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- **Discounts offered for specific type groups:**

Active, Contributing Members	40%
Non-Active Members	15%
Non-Profit/Charities, Community Groups– inquire within	

## BUILDING USE POLICIES

### General Policy Statement:

1. All applications must be submitted to the parish office, not individual church members.
2. Insurance
  - a. Renters must provide a certificate of general liability insurance that includes a broad form property damage coverage of at least \$300,000.00 naming the parish as the additional insured. Most homeowner's and renters policies include such coverage.
3. **The Hall is to be left in the same manner as when you arrived.** If you move the tables and chairs for your event, all tables and chairs must be put back in their original place (**See Diagram**). Any additional 6' tables requested for food, etc., must be put back in their original place. **If damages occur or the hall is not left in its original condition, such as items or areas damaged, tables and chairs not put back per diagram or the kitchen is not cleaned or trash not removed, this may result in forfeiting part or all of your security deposit.**
4. Events with alcoholic beverages must abide by the laws of the State of Maryland and the Alcohol Policy of St. Paul's Episcopal Church.
  - a. All applicable federal, state and local laws will be obeyed, including those governing the serving of alcoholic beverages to minors on and in church property.
  - b. When alcohol is served, it will be monitored and those showing signs of intoxication will not be served. Attendees will be limited to two servings of alcohol.
  - c. When alcohol is served, the event organizer will appoint an adult(s) to oversee its serving. That adult(s) should not drink alcoholic beverages during the time of his or her execution of his or her responsibilities.
  - d. Only wine and beer may be served. **Hard liquor is prohibited.**
  - e. Alcoholic and non-alcoholic beverages will be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.
  - f. When alcohol is served, appealing non-alcoholic alternatives will be offered with equal prominence and accessibility.
  - g. The serving of alcoholic beverages at events, if publicized, will be publicized as a secondary or tertiary part of the event.
  - h. Food must be served when alcohol is present.
  - i. Renter assumes all responsibility for those persons who might become intoxicated and will provide alternative transportation for anyone whose capacity to drive may be impaired.
5. Church property: such as chairs and tables, may not be removed from the building.
6. Authorization to use the facilities is for the spaces designated and adjacent restrooms ONLY. Children must be supervised and not allowed access to other parts of the building.
7. Absolutely nothing may be fastened, taped, stapled or in any other way affixed to any part of the building.
8. Smoking is NOT allowed in any part of the building at any time.
9. Renters may use wireless Bluetooth speaker but are prohibited from using the church's microphones. Speaker instructions are located on top of stereo system in front left corner.

10. All activities must end by 10:00 p.m., unless special permission has been obtained. Under no circumstances should event activities go past 12:00 midnight.
11. Fee for one-time use of the Hamilton Room includes cleaning by a cleaning service after the event. However, the room and kitchen must be left in good order with the tables and chairs in the same place they were set up before the event.
12. **Bi-monthly, Monthly, Bi-Weekly, and Weekly user** - Before leaving:
  - All rooms left in good order: everything returned to its proper place; all trash placed in property receptacles.
  - All windows must be closed and locked
  - All lights, including those in lavatories, must be turned off.
  - All thermostats must be set at 62 degrees for heat; 76 degrees for air conditioning.
  - All outside doors must be closed and locked when the last person leaves.

**Rules for Kitchen Use:**

1. Kitchen use will be approved ONLY for limited food preparation, warming and serving.
2. Renter will insure all food prepared or brought on site for consumption is prepared in a manner approved by the Maryland State Department of Health.
3. Caterers must abide by the sanitary regulations of the kitchen. All food, garbage, dirty utensils and trash must be removed from the building and put in the dumpsters at the end of the event.
4. The use of the "Big" stove, dishwasher and pantry are prohibited. The use of small stove, refrigerator, counters, sinks, warmer and icemaker are permitted.

**Request for use of parish facilities:**

**Parish Groups** – Make sure the event or meeting date and time are given to the parish administrator to be put on the parish calendar.

**Individual Parish Members; Individual Local Residents; Local, informally organized groups; Profit-making Organizations** – Must make their requests through the parish administrator includes wedding reception, non-parish funeral receptions, social groups, lecturers, instructions etc. Unless specifically requested, the use will be on a one-time basis. The rector must approve the applications. \* Fee Schedule, General Policy and Rules for Kitchen Use Apply.

**Non-Parish, local, formally organized, nonprofit organizations** – Must make their request to the parish office. This must be for a specific space either the Hamilton Room or the Multi-purpose room. Unless prior agreement for recurring use has been signed, a new application must be made each time space is used. The rector and vestry must approve. \*Fee Schedule, General Policy, and Rules for Kitchen Use apply.

**Failure to comply with the General Policy Statements, Rules for Kitchen Use or Fee Schedule requirements will result in forfeiture of the security deposit and may mean the denial of future requests.**

I have read the above and agree to the terms of the "Building Use" policy.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARISH HALL FEATURES**

- 50' x 50' space
- 17 round tables (60") with comfortable seating for 8 =136
- Total# of padded chairs-149
- Rectangular tables are available for additional seating, head table, or buffet serving
- Metal folding chairs are also available
- Tables may be rearranged- DO NOT DRAG THE TABLES, PLEASE LIFT TO MOVE
- Reminder- Decorations may not be fastened, taped, stapled or in any other way affixed to any part of the building.

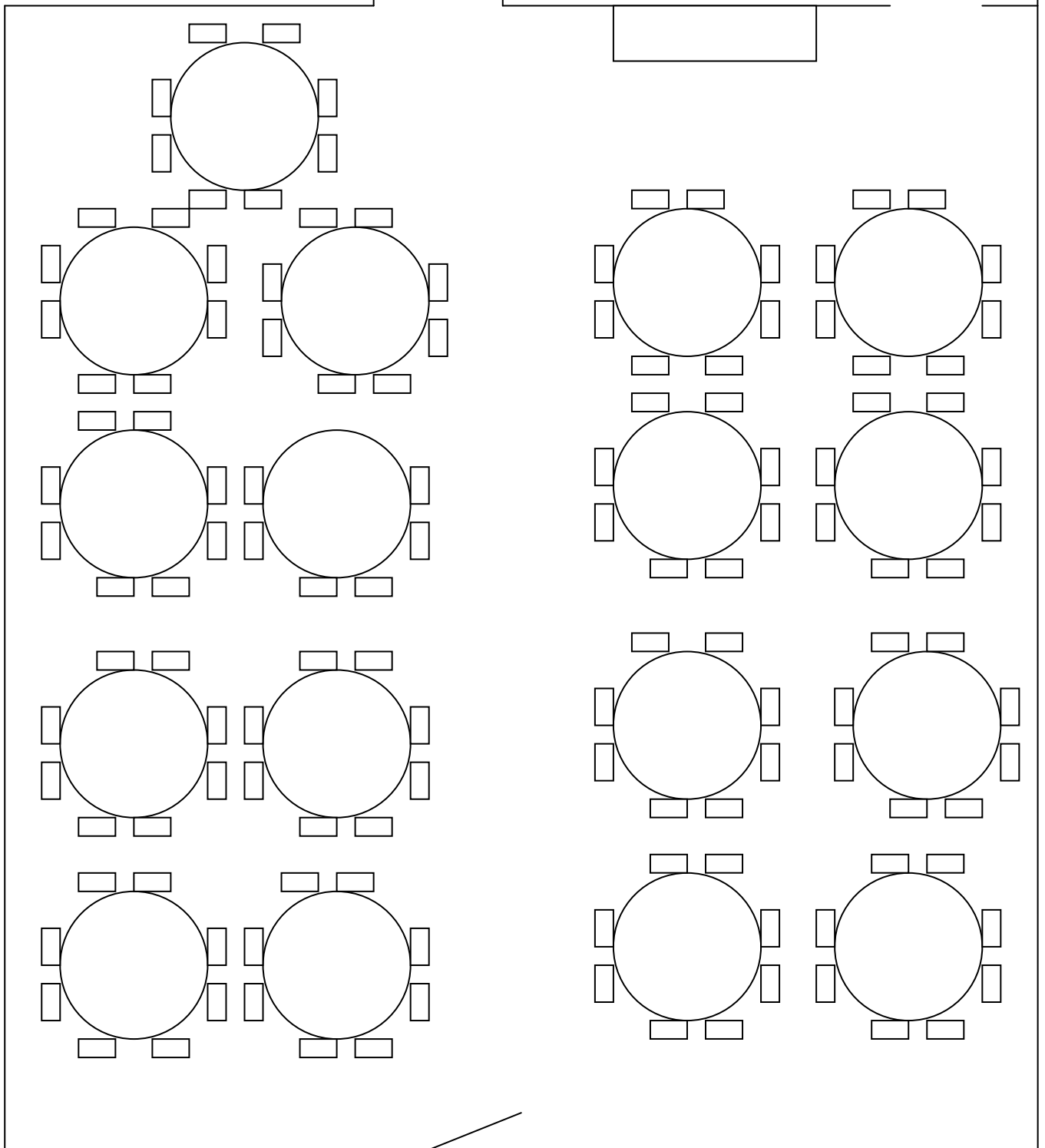
## **KITCHEN FEATURES**

- Large workspace area with 2 tables
- 3 Sinks
- Refrigerator and Freezer
- Standard electric range
- Hot Box for keeping food warm
- Ice Machine
- Microwave
- Brooms and Mops
- Coffee Percolator

\*Industrial Size Gas Range is NOT for Renter or Caterer use

\*Dishwasher is NOT for Renter or Caterer use.

Kitchen



Facing the Kitchen - 8 tables on the Right, 9 on the left. Chairs are pushed under the table in pairs on each side of the table.