

## **St. John's Episcopal Church, Compass**

### **Sanctuary Rental Guidelines and Agreement**

The Vestry of St. John's Episcopal Church, Compass must approve the use of the Sanctuary and have the right to reject any request. The following guidelines and fees are for non-members and our neighboring churches for the rental.

#### **RENTAL FEES:**

- Sanctuary Fee - \$350 for the first three (3) hours and each additional hour is \$100 per hour.
- \$100 security fee that will be returned unless this agreement has not been followed and/or there has been damage. If damage is above the \$100 security fee, the renter will be billed for the additional amount and must make payment within 15 days of receiving invoice.
- St. John's requires our designated person to be on site the day of the event to answer any questions you may have and to assure that our requirements are abided by during the time of rental. This person is to be paid by the renter \$50 for the first three (3) hours and \$25 for each additional hour.

**The use of the Sanctuary should be respected, and it is asked that you follow these guidelines, so we can maintain our facilities for others to enjoy.**

#### **1. Responsibilities of individuals or groups using the Sanctuary**

- If the Sanctuary is to be used for a Wedding or Funeral and St. John's rector is not officiating, the officiating minister is required to meet with St John's rector.
- Items in the Sanctuary (ex: chairs, altar table, pulpit etc.) are not to be moved without the approval of the Rector of St. John's.
- Must have approval to use the organ and piano from the Rector and Music Director of St. John's.
- Leave the facilities in as clean condition as when you found it.
- St. John's is a smoke free facility.
- Decorations are not to be attached to the walls.
- Food or drink may not be consumed within the sanctuary except for sacramental purposes.
- St. John's reserves the right to request a certificate of insurance from any individual or group that uses the sanctuary.
- Use of the facility is only for the sanctuary, unless prior arrangements have been agreed to.

#### **2. Legal**

- The renter hereby acknowledges that St. John's Episcopal Church, Compass and its employees, vestry and members shall be held harmless for any and all injury, whether physical, monetary or otherwise which may occur on the property. \_\_\_\_\_(initial)

- Renter hereby waives their right to pursue St. John's Episcopal Church, Compass and its employees, vestry and members in any legal action in any form. \_\_\_\_\_ (initial)
- Renter hereby agrees to assume financial responsibility for any and all damage to the church property caused during the rental period. If required, the renter agrees to any and all legal fees and court costs incurred by church for any unpaid reimbursements from the damage during the rental period. \_\_\_\_\_ (initial)

**Please complete the following:**

Church and/or Name of Renter \_\_\_\_\_  
Please print

Contact Name \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Contact Name \_\_\_\_\_  
Signature Required

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Event Name \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time (s) \_\_\_\_\_

Additional information \_\_\_\_\_  
\_\_\_\_\_

You will be notified after vestry reviews for approval or non-approval. If approved, you are then required to pay the fees. After payment is received this agreement is then finalized for your use of the sanctuary for the stated date and time. The day of the event, you must also bring cash or a check for the person designated by St. John's to be in the building the day of your event.