

Building Use Application

St. Stephen's Church (SSI) allows its facilities to be used for meetings and social events as a service to the community. Use of SSI facilities does not imply SSI agreement with any statements made by the space user.

EVENT DATE:

If an organization, the name of the organization:	
If an individual, your name:	
Point of contact for event logistics, Name, mobile and email:	
Day of and during event contact, Name, mobile and email	
What type of event and how many people expected?	

Event timeline

Rehearsal	Setup/ decorate	Event starts	Drinking alcoholic beverages begins	Music lowered	Music off, attendees leaving, clean-up	Clean-up complete: tables, chairs, trash	All out
If space available	Max 1 hour "free"		In room security required	11pm	11:30pm	midnight	midnight

Space(s) reserved (circle all that apply): Sanctuary Auditorium Dining Room Choir Room Choir Loft Other _____

	Hours/units	\$/hour	Total
For Profit / Private + staff support		\$180	
Non-Profit /Community + staff support		\$126	
Free will offering		Agreed rate	
TOTAL			
Cleaning Deposit	*Refundable		\$300
Processing Fee	3% of the grand total		
GRAND TOTAL	Due:		
Reservation Deposit	*non-refundable: DUE NOW		\$200
Amounts Paid	Amount	Date Paid:	Received By
Reservation Deposit			
Cleaning Deposit			
Remaining Balance			
Cleaning Deposit Refund			

Building Use Rules

Read these rules closely, failure to adhere may result in deposit confiscation, banning from the grounds or other appropriate actions. These decisions are the sole purview of the Church.

1. Saint Stephens reserves the right to refuse use of its facilities to any group or individual for any reason.

2. During an event, decisions made by the guard or other senior SSI representative are final. There is **NO** appeal process. The Security Guard's role is one of facilitator, customer service provider and rules enforcer. Failure to obey requests made by a Guard will risk cleaning deposit refund, ability to use SSI facilities in the future and a call to the Police.
 3. To meet at Saint Stephens a group or an individual makes the following commitments: no violence or advocating violence, no hate speech, no intimidating behavior, no weapons in or near the church, no drugs, no smoking in the church, no alcohol unless pre-authorized, no protesting in or near the church, no posting of signs or other notices on church grounds or in the immediate neighborhood unless approved by the church.
 4. If a group communicates before, during or after the event and refers to SSI as the location, the group must be sure to use the address and full name of the church, i.e., "Saint Stephen and the Incarnation Episcopal Church".
 5. All event activities must end by the agreed upon time(s) and occupy only the agreed upon space. Security persons are not authorized to make exceptions. The facility must be empty of all participants, trash, and personal belongings by midnight.
 6. Music must end or be lowered to a level such that it cannot be heard outside of the building no later than 11pm. If music is interrupting other events in the church, guests will be instructed to lower sound levels until the church representative approves.
 7. Only beer and wine are permitted if approved in advance; hard liquor is not. Violations of this policy may result in the guard stopping the event, a loss of the deposit, and/or refusal to allow future events. Drunken or unruly guests will be asked to leave. If they refuse, the party may be ended early or police called.
 8. A reservation deposit of \$200 and a cleaning deposit of \$300 are required for all events and must be paid when the application is presented. The cleaning deposit will be returned following the event if the group cleans the space after their use, obeys all rules, leaves on time, does no damage, and causes no disruption to the neighborhood.
 9. Each group is responsible for its own set-up and break-down. All rented spaces must be returned to their original state, including all tables and chairs. Failure to do so will result in the loss of the cleaning deposit refund. Tables and chairs cannot be moved from one room to another without prior consent. Approximate counts: 190 movable chairs, 14 round tables, and 36 rectangular tables. The sanctuary has 138 wooden chairs which may not be moved out of the sanctuary.
 10. The kitchen, the oven and the stove pot burners are not available for use. A sterno to warm food with chafing dishes is available for use in the dining room. The church does not provide dishes, pans or utensils.
 11. Parking at SSI is extremely limited, event guests should plan to walk, take public transportation, hire a cab or Uber or find street parking. Unless prior arrangements have been made, the SSI parking area may be used for loading and unloading only.
 12. Full payment is due at least 2 weeks prior to the event unless prior arrangements have been made.
 13. SSI is not responsible for accidents outside of its control. Acceptance of this contract acts as an implied waiver of SSI liability for any injuries or damages that occur while event participants are on or near SSI grounds. It is recommended that event sponsors get event insurance.
 14. Your children and their behavior are your responsibility. Please ensure they do not leave SSI's property during your event. The playground next to the church DOES NOT belong to the church and we are not authorized to use it. Violation of this rule will result in forfeiture of your deposit. The Saint Stephens property line is the black metal fence.
 15. Individuals or groups renting the space are responsible for any processing fee related to a credit or debit card payment.
 16. The use of confetti, balloons with confetti in them, and fob machines are prohibited.
- I have read and I understand these rules. I agree to be responsible for the behavior of my guests, payment of fees to SSI and for the proper use of church facilities.

Signature

Date

Printed name

Group name if applicable

1525 Newton Street, NW * Washington, D.C. 20010 * www.saintstephensdc.org * (202)232-0900