

REQUEST FOR SHORT-TERM USE OF BUILDING SPACE

Short-term use of St. James building space is defined as lasting at least 2 hours and up to 90 days.

Name of organization or person:

Contact information (point of contact [if organization], address, phone number, e-mail address):

Description of event:

The space is to be used by: a St. James parishioner an individual a for-profit organization
 a non-profit organization (please provide a copy of your Vermont Non-profit Registration or your IRS Determination of Non-profit Status letter)

Date of event: _____

Start time of event: _____ End time of event*: _____

(Include time for setting up and cleaning up)

****Events must end no later than 10:00 p.m. unless an exception is approved in advance.***

Number of people expected to attend: _____

Room(s) requested: Parish Hall (handicap accessible)
 Kitchen Nursery

Church nave and sanctuary (the main part of the church itself; handicap accessible)
 Kitchen Nursery

Smith Room (handicap accessible)
 Kitchen Nursery

Undercroft (lower level, not handicap accessible, kitchen and nursery not available)

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- **Insurance:** If you are part of an organization with group liability insurance, please add St. James Episcopal Church as an Additional Insured for the period you are requesting.

Cancellation policy:

St. James recognizes that circumstances change. If you need to cancel this Request, this is what you can expect from St. James:

- **If notification of the cancellation is received:**
 - At least 8 days prior to the event, 90% of the room fees paid to date will be returned + Security Deposit (if paid).
 - 7 days or less prior to the event, 60% of the room fees paid to date + Security Deposit (if paid) will be returned.

Please Be Respectful: In keeping with St. James' earth stewardship practices and its desire to keep fees affordable for the community, we ask that after the event you:

- turn off the lights when you leave,
- turn down the heat if appropriate,
- place all trash in trash containers,
- clean up any spills,
- abide by the Church's Alcohol Policy (please see below.)
- restrict your use of the space only to what you requested and are paying for
- keep children accompanying you with you at all times.
- be sure not to use any food that you have not arranged for; the professional kitchen is stocked by Essex Meals on Wheels and is not available for any purpose that does not serve the elderly and shut-in participants in that program.

Alcohol Policy

- Only wine and beer may be served in the Parish building. No hard liquor is allowed.
- When alcohol is served at St. James, we ask that you ensure that alternative non-alcoholic beverages are also offered.
- Vermont's social-host law holds liable persons who serve alcohol in such a way that results in alcohol-related incidents. In addition, Vermont's drinking age is 21. [See 17V.S.A § 501(g) and (h)]
- St. James advises social hosts to be vigilant about ensuring that persons served are of legal drinking age.
- The social-host law means that hosts of the event are subject to the common laws of negligence if they over-serve their guests.
- A licensed bar tender is required for non-Parish events.

Smoking Policy: St. James Church and its associated buildings are smoke-free.

HOLD-HARMLESS AGREEMENT

St. James makes every effort to provide an environment that is comfortable and safe for visitors and parishioners.

The proposed Renter, _____, agrees to indemnify and hold St. James Episcopal Church harmless for all claims arising from or in connection with the conduct or management of the premises or any business therein, or any work or thing whatsoever done, or any condition created in or about the premises during the term of this Agreement; and for any act, omission, or negligence of the Renter.

Renter or Renter's Designee:

Signature

Printed name

Date

For Office Use Only
Request approved
<input type="checkbox"/> Date
<input type="checkbox"/> By