

ST. THOMAS INDIAN ORTHODOX CHURCH G.W.

Fellowship Hall Rental Policy

General Policy

- ❖ The church has the full authority to limit the rentals according to its rules and regulations. Standard religious services of the parish, such as Sunday and Wednesday liturgies, Evening prayers, Lenten and Holy Week services, etc., will always have priority over rentals and as such Lessee shall ensure not to make any disturbance to these spiritual services.

- ❖ Hall rental fees provide the lessee's use for a 4-hour event; in addition. 2-hour set up and 1 hour break down.

- ❖ For 1 additional hour of rental, the lessee is required to pay an additional sum of \$150.00.

- ❖ **The facilities rental hours are as follows:**
 - All rentals must end by 12:00 P.M.; clean-up must be completed by 1:00 A.M. Sunday rentals must not start until 1:00 P.M. If the event extends over the hours agreed upon, the sum unpaid will be taken out of the security deposit at the rate of \$150 per hour.

 - The church and its staff and subcontractors are not responsible for any item left behind by the renter, its guests, its catering company and any other party involved with the renter renting the church hall, unless previous arrangements were made and the appropriate fees, if any, have been imposed and agreed to. Any items left behind after the end of the event rental period, will be disposed off within 24 hours. Any and all disposal fees will be deducted from the renter's security deposit.

 - Exceptions for funerals may be made at the discretion of the rental Manager, Vicar or the Managing Committee of the church.

- ❖ **Loud Speaker and Noise Rule**
 - Playing of loud music or using horns inside the church are not permitted.

 - Lessee must abide by Montgomery County noise statues.

 - All doors leading to the exterior must remain closed during events.

 - For events held in the Fellowship Hall, the door towards the stairway will be closed once entertainment begins and remain closed until entertainment is concluded.

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- **In consideration of our neighbors, we encourage celebrants to refrain from excessive noise while outside in the church courtyard and parking lot. Any excessive noisiness, rowdiness, or damage to parish property WILL NOT be tolerated.**

❖ Cleaning and Trash disposal

- **The church is not responsible for any items left behind the party.**
- **TRSAH SHOULD BE PLACED IN THE DUMPSTER KEPT OUTSIDE THE CHURCH.**
- **STIOC DOES NOT SET-UP TABLES AND CHAIRS. IF SETTING UP IS REQUIRED, IT CAN BE ARRANGED FOR AN ADDITIONAL COST TO THE LESSEE AT \$150.**
- **Lessee and/ or caterer is responsible for set-up and cleanup after an event which includes:**
 - Removal, bagging and disposal in dumpster of all debris, including food, decorations, etc.
 - Lessee is responsible for cleaning and wiping of kitchen counters, floors, stove tops and ovens food items spilled if any. The facility shall be restored to its original condition. No food shall remain in ovens or refrigerators; all catering equipment brought in for the event will also be removed.
 - Restroom trash should be disposed of properly.

❖ Setting-up/Removal and Renting Equipments

- **Setting up/removal of all tables and chairs back to their normal position/ returned to their original location. Any broken tables/chairs will be assessed at \$200 fee per incident.**
- **All equipment rented by lessee shall be placed in designated area for pick up.**
- **The lessee who handles his own rentals must have all rentals delivered and picked up on the day of the event. A copy of the rental items must be submitted to the rental coordinator prior to delivery. In case of non-catered functions, lessee must be present to sign for all deliveries including perishable deliveries.**

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❖ **Liquor or Tobacco Policy**

Consumption or distribution of Liquor or Tobacco products is not allowed in the church premises.

❖ **Insurance**

- The lessee shall be entirely liable for any harm to himself, guests, or workers brought in for the event.
- The lessee must purchase one-day insurance to cover the rental, written proof to be given to the rental coordinator or to the church office no later than two weeks before the event. Please contact your home owner insurance company to obtain this document. The church may arrange insurance upon request.

❖ **Catering Policy**

- All caterers must be fully bonded, licensed, and insured. A copy of their liability insurance must be provided to the rental coordinator no later than two weeks before the event.
- Lessees shall select a caterer from the list of approved caterers or get approval from the rental coordinator. After you have selected the caterer, please have them meet with George V. Thomas, a member of our parish and a member of the Church Rental Committee. His cell-phone number is (301) 760-9398.
- All services must adhere to the contracted hours.
- No smoking shall be allowed inside any of the facilities of the church. **No confetti, rice, glitter, bubbles, or birdseed shall be allowed on church property (indoors or out).** No OPEN FLAMES are permitted; votive candles are accepted.
- Food and beverages may be consumed only within the areas covered by the contract and are prohibited in the grassy areas, parking areas, or any other designated areas of the church grounds. A catering supervisor or the lessee must be present throughout the event. Lessee and or catering supervisor shall meet for a walk through with the rental coordinator before the event. Area layout must be submitted to the rental coordinator at the time of the walk through.
- Lessee or catering supervisor must sign in and out with the rental monitor on the day of the event.
- Lessee or caterer must comply with the Caterer's Responsibility list.

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❖ **Decoration**

- Decorations which are not removed immediately after the event will be removed at the rate of \$50.00 per man/hour. Church will be not be responsible for any damage to decorations. Decorations which are not retrieved within 24 hours will be hauled to trash. If the security deposit is not sufficient to cover for property damage caused by the installation of decorations, the renter will be held responsible the amount owed to the church.

- No tacks, nails, or adhesives of any kind shall be allowed on tables, walls, doors, or ceilings in any part of the premises.

❖ **Parking**

- Parking is permitted in designated areas only. There will be no parking on curbs or grassy areas.

- We have 50 parking spaces and if you needed additional parking you have enough parking right across the New Hampshire Ave (less than 500 ft.).

Exceptions

The Parish Managing Committee or rental manager must approve any other exceptions to the policies described in this document.

_____ (Signature)

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CATERER'S RESPONSIBILITIES

CLEAN-UP RELEASE FORM

Lessee: _____

Date: _____

Time: _____

Event: _____

Caterer: _____

Sign in and out with monitor:

- All tables and chairs must be set-up by caterer
- All decorations removed
- All votive candles extinguished
- Removal of all catering equipment from premises including containers from the refrigerator, ovens, and counters.
- Wipe down and dry sinks, counter tops, stoves and ovens and appliances.
- Sweep and mop kitchen floors
- All ice removed from premises (do not use restroom sinks or toilets)
- All trash removed from premises and properly disposed of in outside Dumpster.
- Stack all rentals in designated area for pick up.
- Event site returned to original condition.

Comments:

SIGN IN:

Caterer's Signature _____

_____ Time: _____

Time Event Ended: _____ Time Clean-Up Ended: _____

SIGN OUT:

Caterer's Signature _____ Monitor's Signature _____

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WALK THROUGH

Date _____

Staff _____

Caterer Representative _____ Lessee _____

_____ Rental supplies may be brought in at _____ and must be out by _____ on the day of your event (unless otherwise noted). Please provide enough staff coverage to set up and breakdown within the specified hours of your contract.

_____ No Smoking.

_____ Any false alarm caused by a caterer, guest, or subcontractor to your event will cause the client to be held liable for any damages that may be imposed by the fire department. A false alarm response could have a fine up to \$250.00 per occurrence.

_____ No liquor or tobacco products are allowed

_____ All trash shall be removed from premises and deposited in dumpster.

_____ Catering supervisor must be on sight throughout the event.

_____ Floor plan must be set up by caterer.

_____ A staff member has reviewed the above items with me. I understand that I will be responsible for all information listed above.

Lessee's signature _____ Date _____

Caterer's signature _____ Date _____

Rental Coordinator's signature _____ Date _____

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Rental Rates for Members

Members of good standing can use the sanctuary for their spiritual needs by paying the regular fees assigned for the particular sacrament

Hall rentals (A cleaning charge of \$200 + Insurance is required for all events)

Marriage	\$500
Baptism & Memorial	A donation not less than \$100
All other parties	\$250
Funeral	Free

Rental Rates for Nonmember

Sanctuary and hall (time according to the prior permission)	Rent 1500, Deposit \$ 500, Cleaning \$250 + Insurance
Sanctuary only (4 hours)	Rent \$750, Deposit \$ 500, Cleaning \$ 200 + Insurance
Hall only (Up to 100 people for 4 hours)	Rent \$500, Deposit \$500, Cleaning \$200+ Insurance
Hall only (More than 100 people for 4 hours)	Rent \$ 750, Deposit \$500, Cleaning \$200 +Insurance