



Fee Schedule Civic Groups

Conference Rooms (Pierson, Zander, School, Choir)

[capacity 15-18: Pierson Room seated at large conference table; Choir seated in rows of chairs]

Deposit: \$50.00, Separate Check
Fees: \$20.00 per hour, initial hour
\$10.00 for each additional hour

Lewis Hall

[capacity 96: seated at round tables, 8 per table]

Deposit: \$100.00, Separate Check
Fees: \$150.00 for up to 4 hours
\$30.00 for each additional hour

*Kitchen Use: \$100.00 additional for kitchen use - permission must be given by church personnel

(Coffee pots are available; user must supply cups, coffee, cream and sugar.)

Heritage Room

[capacity 70: seated individuals]

Deposit: \$100.00, Separate Check
Fees: \$100.00 for up to 3 hours
\$25.00 for each additional hour

(Coffee pots are available; user must supply cups, coffee, cream and sugar.)

Chapel

[capacity: variable, maximum 80]

Deposit: \$100.00, Separate Check
Fees: price varies by event and time -not fully set

Nave

[capacity 175: with added Heritage Room overflow add 120]

Deposit: \$100.00, Separate Check
Fees: \$150.00 for up to three hours typical for music events; use of piano, organ, organist etc. additional

Security Deposit will be returned if premises are left clean and returned to Christ Church original set-up.

These fees are set at the discretion of the Rector.



Christ Church Parish

15th & H Streets

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Use of Facilities Guidelines & Requirements

This document has been prepared for civic and other outreach groups and individuals (hereafter referred to as "Lessee") not directly associated with the mission and ministry of Christ Episcopal Church (hereafter referred to as "Christ Church" or "Church").

Our Mission

To the glory of God, the mission of Christ Church Parish is to serve Jesus Christ and all the people of God; to encourage and facilitate spiritual development for people of all ages; to grow as Christians in a loving and forgiving fellowship, thereby confirming, witnessing and leading others to the faith by the power of the Holy Spirit.

Use of Facilities - Guidelines and Requirements

This handbook has been prepared for civic and other outreach groups and individuals (hereafter referred to as "Lessee") not directly associated with the mission and ministry of Christ Episcopal Church (hereafter referred to as "Christ Church" or "Church").

These guidelines have been developed from regulations and policies set forth by the Episcopal Diocese of Northern California, Christ Church's Rector or Priest in Charge, Vestry, and various committees within the Church.

Appropriate Use of the Facility for One Time or Recurring Use

It is the responsibility of the Vestry of Christ Church Parish, at all times, to maintain "the property of the church, including the appropriate use thereof."

Any loss or damage to real or personal property caused by Lessee and/or guests will be charged at replacement cost.

Requesting the Use of the Facilities

Christ Church reserves the right to preempt or cancel recurring or single use dates in the event of a special church-related activity. The Church will endeavor to give Lessee reasonable advance notice of such need to permit Lessee to reschedule or cancel their event.

The Facilities Use Year begins on July 1 and continues through to the following June 30. Applications for use of the facilities should be requested at least six weeks in advance. For recurring use, applications should be requested no later than six weeks before the first meeting/use. This provides time for the Church authorization process and the receipt of insurance certification. The certificate of insurance, described below, must be on file **BEFORE** an event or meeting takes place and must be updated if necessary. The Facility Application form must be completed and returned to the Church office one month in advance.

Liability Insurance Requirements

Whenever church facilities or grounds are rented, used or leased by an outside group or individual, the outside party is required to provide a minimum of \$1,000,000 liability coverage and provide proof of such, naming the Church as additional insured. This certificate can be provided by an individual homeowner's, renters, or general liability policy. This insurance must be updated as necessary to remain current. It is the responsibility of the lessee to notify their insurance company to fax this proof to the church. (Fax 707 442-5647)

Indemnity Agreement

In entering into an agreement with Christ Church for the use of grounds or facilities, the Lessee will sign a rental application that includes a "Use and Indemnity Agreement" in which the Lessee agrees to indemnify and hold the Church harmless of any and all claims, demands, and causes of actions against the Church or any of its officers, agents, employees, or members relating to or arising out of said use.

No Smoking Facility

Smoking is not allowed inside any of the buildings or within 30 feet of any exit.

Alcoholic Beverages

A copy of the recommended guidelines of the Diocese of Northern California for the use of alcoholic beverages in the local church will be a part of these requirements (see page three).

Decorations

Tasteful decorations are allowed (with prior approval) if affixed to walls and/or furniture with devices or materials that will not damage the walls or furniture. All decorations are to be removed and disposed of prior to leaving the building following the event.

Candles

The use of lighted candles must be approved in advance.

Kitchen Use

Rental of Lewis Hall or the Heritage Room includes access to the kitchen for water and the use of coffee urns only.

An additional agreement and fee are needed for use of the kitchen, which includes supplies such as dishes, flatware, utensils, etc., and appliances such as the stove, microwave, ovens, and refrigerator. Church personnel will provide instruction on use of the dishwasher if it is to be used. Dish towels are available, but should be placed in the labeled container after use. The Lessee will wash, dry, and put away all church utensils, dishes, etc., following the event. All food, table linens, and paper products are the sole responsibility of the Lessee. The Lessee's food items are to be removed following the event. Please be sure the stove, counters, and floors are clean before leaving the building. The stove, ovens, coffee urns, and all appliances and lights are to be turned off also.

Tables and Chairs

Chairs, round tables, and six foot long tables are available for your use. Make certain tables and chairs are clean and returned to their original location following the event.

Doors, Windows, Thermostats, and Lights

Those responsible for the event will make sure that doors are closed and windows are closed and locked, and lights are turned off before leaving. Thermostats in Lewis Hall and Heritage Room are pre-programmed and are to be adjusted only by Church personnel. Heat must be turned off in the Pierson Room before leaving.

Set-up and Clean-Up

Setting up and/or taking down of tables and chairs and their return to the original arrangement is the sole responsibility of the Lessee. Picking up and disposing of litter and garbage and recycling is also the responsibility of the Lessee. Trash and recycling containers are provided. Please remember to check restrooms before leaving.

Use Fees/Cleaning Deposits

Please see separate fee schedule

Parking

The Lessee and guests are requested to use the parking lot provided on 14th and G St. Please leave street side parking open for church and resident use. (For larger groups requiring use of the entire parking lot, arrangements should be made with the Office Administrator prior to the event date.)

Storage

Storage space is not provided.

**ADOPTION OF RECOMMENDED GUIDELINES FOR THE USE OF
ALCOHOLIC BEVERAGES IN THE LOCAL CHURCH**

Resolution 94-4:

RESOLVED, that the 1994 Convention of the Episcopal Diocese of Northern California, adopt the recommended guidelines for the use of alcoholic beverages adapted from a resolution passed by the General Convention of the Episcopal Church in 1985, and made part of this resolution by attachment.

- All applicable federal, state, and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
- Alcoholic beverages and food containing alcohol must be clearly labeled as such.
- Whenever alcohol is served, non-alcoholic alternatives should always be offered with equal attractiveness and accessibility.
- The service of alcoholic beverages at church or church sponsored events should not be publicized as an attraction of the event.
- The group or organization sponsoring the activity at which alcoholic beverages are served must have permission from the church for this plan. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose ability to drive may thus be impaired.
- Recognizing the effect of alcohol as a mood-altering drug, it would be advisable to consider the nature of the function at which alcoholic beverages are proposed to be served.
- Consideration should be given to the development of local practices which are sensitive to the needs of recovering people wishing to receive the sacraments.
- Chemical usage other than alcohol is clearly controlled under federal, state and local laws and, as such, should be forbidden at any church or church sponsored function.

Facility Use Application

Date of Application: _____ Date(s) of Event: _____

Name of Organization/Group: _____

Mailing Address:

Contact Person:

Telephone #: _____ Cell #: _____

E-Mail:

Is this a recurring event? () Yes () No If recurring, for how long? _____

Purpose of Event: _____

Facilities Requested: : () Conference Room [Pierson, or Choir]; () Lewis Hall; () Heritage Room
() Chapel; () Nave. Kitchen Use? () Y () N

Expected Number of Participants: _____

Total estimated Time needed (include setup and clean up): _____ hours

Arrival Time: _____ Departure Time: _____

Room Arrangement: Meeting rooms have a standard arrangement. Lessee is responsible for making any changes needed and returning rooms to the standard arrangement before departure. Contact the Office Administrator if more tables and chairs are needed or for more information about the standard arrangement.

Organization must provide public liability insurance. Please give the name of your organization's insurer and policy number, and attach a photocopy of your policy, naming Christ Church as additional insured, to this application:

Insurer:

Policy #:

In entering an agreement with Christ Episcopal Church, Eureka, for the use of its facilities, the user in signing below agrees to the attached "Facility Use Guidelines" and to indemnify and hold harmless the Church against any and all claims, demands, and causes of action against the Church or any of its officers, agents, employees, or members relating to or arising out of said use by the User.

Responsible Party

Date

Christ Church Authorization

Date

Fee paid: _____

Date: _____

Deposit paid: _____

Date: _____