

Building Use Request

Date:

The Episcopal Church of the Ascension
 2330 Viewmont Way W, Seattle WA 98199
 Parish Office: 206-283-3967 office@ascensionseattle.org

Event Date:	
Event Title:	
Description of Event:	
Organization:	
Point Person:	
Contact phone:	Email:
Ascension Parishioner Point Person:	
Contact phone:	Email:
Times of event: Set up:	Event:
Clean up:	
Spaces requested:	
Number of people expected:	
Serving Food/beverage?	Serving Alcohol?

Associated Fees	Rate	Fee this event
Sanctuary/McLauchlan Hall	\$150/hr x _____ hrs	
Dewitt Classrooms	\$50/hr per room # rooms _____ x _____ hrs	
Cleaning Fee for all rentals	\$120	
Room Set Up (subject to staff availability)	\$35/hr (1 hr minimum) _____ hrs requested	
Refundable Damage & Security Deposit. Deposit will be returned as appropriate after the facility has been inspected following the event and any fees have been paid.	\$150 for groups under 150 \$300 for groups over 150	
Total amount due for rental & deposit		NA

Make checks payable to the **Episcopal Church of the Ascension**, or through the website, using the **“GIVE” tab**. Please submit separate checks for Fees and Damage/Security Deposit. All fees must be submitted two weeks prior to your event.

Requester’s Signature/Date

Church Representative Signature/Date

Building Use Agreement

The Episcopal Church of the Ascension
2330 Viewmont Way W, Seattle WA 98199
Parish Office: 206-283-3967

Purpose

- As stewards of our building resources, we seek to maximize use of our facilities in accordance with our core values, the impact on other church programs, and costs to the church.
- **The facilities may be used only for parishioner and non-profit activities.**
- The use of church facilities is subject to the approval of the Rector of the church and is administered by the Parish Administrator through the church office.

Expectations

1. **FEES.** All use fees are payable to the Episcopal Church of the Ascension two weeks in advance of the scheduled event. Please submit a separate check for the security deposit.
2. **DAMAGE & SECURITY DEPOSIT.** A damage and security deposit is required to cover the cost of replacing damaged items or for extraordinary building cleanup. The damage and security deposit is payable when submitting an application to use the facilities. The deposit will be returned as appropriate after the facility has been inspected following the event. Additional damage fees will be assessed for damage in excess of original deposit.
3. **LIABILITY INSURANCE.** You must provide certificate of liability insurance in the amount of \$1 million, listing the Episcopal Church of the Ascension as additional named insured. If you are not able to secure liability through your organization or personal insurance policy, third party insurance must be obtained.
4. **NO SMOKING.** Our building is a smoke-free facility. There is no smoking allowed anywhere in the building. Please pick up any cigarette butts or other smoking debris outside the building.
5. **NO WEAPONS** of any kind on church grounds: This includes guns, knives, flames, axes.
6. **ALCOHOL.** The use of alcohol is subject to specific prior approval from the Rector. With such approval, only beer and wine may be served and an equally attractive non-alcoholic beverage must also be served. **A proper state permit must be obtained by the user and posted in the appropriate areas as required by law.** For events whose focus is underage children and their families, no alcohol may be served.
7. **FOOD & BEVERAGE.** Please keep all food and beverages in the appropriate areas. Clean up any spills or stains immediately. Users are to supply their own food service supplies. Church supplies and paper products are not available for events or meetings. NO food or beverages are allowed in the church sanctuary.
8. **SET-UP.** Prior arrangements for room set-up must be made with the Rector. Special set-ups are billed at a minimum of \$35 for one-hour of labor. An early set-up time, in advance of the event, is subject to additional use fees, and is dependent on the availability of the requested spaces.
 - Furnishings moved for event must be returned to the way you found them.
 - Church flyers, announcements, or other posted materials may not be removed.

- 9. CLEAN-UP.** Users are expected to exercise care and leave the facility in the same condition it was found. The renter is responsible to:
- Wipe up stains or spills
 - Remove decorations, signs, etc.
 - Return all dishes or supplies to the place you found them.
 - Remove any food, supplies, etc. brought into the facilities
 - All trash, recyclables, and compost must be placed in their appropriate bins. Trash and recycling bins are on the back side of the building. Take out the contents of bins to the alleyway, where you'll find larger garage, compost and recycling bins.
- 10. PARKING.** On Sundays, parking is available on Viewmont and in alley behind the Parish Hall.
- 11. EMERGENCY CONTACTS.** The Rev. Heather Wenrick, 503-530-0008, Parish Administrator, Kim Silver, 206-250-9690.

General Reservation Guidelines

1. All reservations must be added to the calendar by submitting an online Event Request through the church of Ascension website.
2. Reservations for space may be made no more than 90 days in advance of the event.
3. Use of church space is presumed to be a one-time use unless otherwise stipulated.
4. Longer term use of space is reviewed annually. Ascension may end a space use agreement at any time with 90-days notice.
5. All Fees and Damage & Security Deposit are due two weeks prior to the scheduled event.
6. Ascension reserves the right to exclude use of space for any group whose stated values are in opposition to the Christian values as promoted by the Episcopal Church and this parish.

I have read and understand the Building Use Agreement. ____ initial here

Hold Harmless Agreement

The undersigned hereby agrees to release, save, and otherwise hold harmless the Episcopal Church of the Ascension, its employees and agents from all claims, demands, actions, causes or other liability, injury, or harm caused by any act arising out of the use of the premises of the Episcopal Church of the Ascension.

Building Use Agreement

I further certify that I am an authorized representative of the above organization; that the statements are true to the best of my knowledge; and that we will adhere to the Expectations and Guidelines of the Episcopal Church of the Ascension Building Use Policy.

Requester's Signature/Date

Church Representative Signature/Date