

REQUEST TO USE JACKSON HALL

Contact Name: _____ Organization Name: _____

Phone #: _____ Email: _____

Today's Date: _____

Requested Dates of Use: _____

Time needed each day (include setup and cleanup time): _____

Description of Event or Meeting: *Please provide a thorough description of the event and how the facilities will be used.* _____

Expected # Attendees: _____

Facilities Requested: *(Check all that will be used)*

| Req | Area | Apprv'd | | Req | Area | Apprv'd |
|-----|-------------|---------|--|-----|-------------|---------|
| | Main Hall | | | | Parking Lot | |
| | Kitchen | | | | Cemetery | |
| | Dining Room | | | | | |
| | Parlor | | | | | |
| | Stage | | | | | |
| | Piano | | | | | |
| | Other: | | | | Other: | |

*Note: Areas indicated by * require special approval.*

List any equipment not owned by Grace Church that will be brought in for the event (examples – band equipment, vendor booths, etc): _____

FOR OFFICE USE ONLY:

Grace Member? _____

Security Deposit Chk #: _____

Impact: _____

Daily Use Fee: _____

Use Fee Chk #: _____

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Bishop Jackson Hall Building Use Policy (Revised May 2019)

How the Hall Can Be Used:

The use of Bishop Jackson Hall shall be reserved for the following:

- a) Religious services or events, such as social events in conjunction with Grace Church liturgy
- b) Charitable events
- c) Educational events
- d) Civic events

The following types of events may not be held in Bishop Jackson Hall:

- a) For-profit events not of a civic nature, such as shows, dinners, auctions, or exhibits
- b) Illegal events, immoral events, or events unbecoming to the Episcopal Church
- c) Political events

Charges for Events:

A \$250 security deposit and a daily use fee will be collected at the time the reservation is approved. The daily use fee will be determined based on the following guidelines:

Jackson Hall Daily Use Fee Schedule

| | | |
|-----------------------|--|---|
| \$300 to \$500 | For profit groups: High impact event * | For profit group: Low or medium impact event * High impact event |
| \$200 | Non-profit Groups: High impact event For profit groups: Low or med impact events * | Non-profit: High impact event |
| \$100 | Non-Profit Medium impact event | Non-Profit Group: Low impact event Grace Church member involved Positive civic impact |
| \$50 | Non-profit groups: Low impact event Grace Church member involved Event has positive civic impact | ** NOT AN OPTION ** |
| | PARTIAL DAY | FULL DAY |

** Note: For profit groups will only be allowed to use Jackson Hall when such use serves a positive civic benefit.*

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When scheduling an event, adequate time for preparation work and cleanup should be scheduled. If extra days are needed for these activities, they will also be charged at the appropriate rate per the guidelines. Grace Church organizations and organizations sponsored by Grace Church may be excused from the security deposit and daily use fee.

It is the responsibility of the user-group to see that the building is left clean and properly closed down after the event has ended. Once the cleanup and attached checklist are completed by the user-group, the deposit may be refunded.

Charges for Periodic Meetings:

An annual \$250 security deposit and annual \$200 use fee will be required of civic groups that have been approved to hold periodic meetings at Jackson Hall. Approval will be granted by the 3-member Jackson Hall Building Use Committee. The \$200 use fee will be waived for certain groups, such as the Boy Scouts, who are also sponsored by Grace Church.

Insurance:

Insurance protecting Grace Church from any liability will be required from any organization that uses Bishop Jackson Hall. A certificate of this insurance must be provided at the time the building use fee is collected. The certificate should show that Grace Church, its Rector and its Vestry are named as an additional insured. Individuals, Grace Church organizations, and Grace Church-sponsored events may be excused from this insurance requirement.

When the Hall Can Be Used:

Before approval of any activity is granted, consultation with the Building Use Committee* is necessary. The church office should be notified as early as possible so that the committee will have adequate time to consider a request. Important parish events, whether liturgical, fellowship, or outreach, shall take precedence over the requests of any non-parochial groups. This could affect scheduled use of the hall in rare instances.

**The Bishop Jackson Hall Building Use Committee will be composed of three members of the Grace Church Vestry and will be solely responsible for approving the use of the building. At least two of the three members must consider and vote on each application.*

What Parts of the Hall Can Be Used:

Permission to use Bishop Jackson Hall normally shall consist of permission to use the following: the common room, or "the big room," the kitchen, the foyer, and the restrooms. To use any other part of the building, prior permission must be granted specifically by the Building Use Committee.* This includes the parlor and Sunday school rooms, the church, the cemetery, the offices, the choir room, and all storerooms. Bishop Jackson Hall is a non-smoking facility. Special permission must be granted to bring pets or animals into the hall.

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Other Requirements:

- **Trash Removal:** All trash/garbage must be removed from Grace Church property. No trash/garbage bags can be left on the back stoop, inside or outside garbage cans, or anywhere on the premises.
- **Supplies:** Groups using the building are expected to provide their own disposable supplies, such as paper plates, cups, napkins, and garbage bags. Those supplies in the kitchen cabinets are for Grace Church functions.
- **Responsibility for Damage:** User-groups shall be responsible for the cost of repair of any damages done to the buildings and grounds or any contents thereof that may happen as a result of their building use. This may exceed the security deposit. Nothing belonging to Grace Church is to be removed from the premises; there will be no loans of equipment. The only exception would be Grace Church activities such as tables for a church picnic, chairs for St. Mary's service—but no individual or group should take anything away from the building.
- **Use of Alcohol:** If alcoholic beverages are to be served in Bishop Jackson Hall, the user-group is required to offer non-alcoholic beverages with equal ease and attractiveness. No person under the age of 21 will be permitted to consume alcohol anywhere on the property of Grace Church.
- **Decorations:** No decorations will be allowed unless previously approved. If approval is granted, no tape, tacks, or nails of any kind shall be affixed to the walls, ceiling or floors.

I have read this agreement and will abide by it.

_____ Group Sponsor Name _____ Date

_____ Telephone Number