

**GRACE CHURCH**  
**STATEMENT OF POLICY**  
**RENTAL OF ROOM/FACILITIES**

[www.gracewhiteplains.org](http://www.gracewhiteplains.org)      **914-949-2874 Ext 10**

1) **SCOPE OF POLICY**

It is the policy of Grace Church, White Plains, New York to permit the undersign use of the Church premises. The room and facilities shall be made available, at reasonable cost, for the purposes of private functions, such as wedding receptions, parties, meetings or other like events. The parties who rent such rooms and or facilities **MUST** be present during the **entire function or meeting.**

2) **USE OF ROOM/FACILITIES**

The parties shall have the use of the requested facilities upon receipt by the Church of a duly executed Rental Agreement and the acknowledgment of the receipt of a copy of the General Rules and Regulations pertaining to such rental and use. The Rector and/or Senior Warden shall be authorized to execute the Rental Agreement on behalf of Grace Church. The Parties should provide the church with as much notice as possible in order to insure the availability of the requested room. Determination and final approval of the rental of facilities shall be at the sole discretion of the Rector.

3) **RESTRICTION ON TIME**

All private social events **must end by 9:00 PM.** Any extension of time **beyond 9:00 PM** must be expressly authorized and approved in writing by the Rector of Grace Church or the Senior or Junior Warden.

#### 4) **ROOMS AVAILABLE/RENTAL FEES**

The costs of rental for these rooms are as follows:

	<b><u>Non-Parishioners</u></b>	<b><u>Parishioner</u></b>
Auditorium and Kitchen	\$500.00	\$350.00
Auditorium (Reception, Parties)	250.00	175.00
Auditorium (Meetings)	175.00	125.00
Library (Meetings)	150.00	105.00
Conference Room 1 or Parlor	75.00	55.00

Payment of the above fees shall be made at the time the Rental Agreement is signed or no later than one week prior to the event. Any alteration of the payment procedure must be approved in writing by the Rector and Senior Warden.

**A deposit of \$200.00 is required for the rental of All Rooms.** The deposit shall be paid on signing the Agreement and will be returned only if the room and facilities are left in good order. The deposit requirement is mandatory and may not be waived.

#### 5) **OCCUPANCY REQUIREMENTS**

Any Person's requesting the use of church facilities must adhere to the occupancy requirements of the room being rented, which are as follows:

**ROOM****MAXIMUM NO. OF PEOPLE**

Auditorium	100
Library	30
Conference Room 1	10
Parlor	10

Violation of the occupancy requirements shall result in the immediate termination of the event and the right of refusal by the church to rent its facilities in the future.

**SEXTON**

**A Sexton must be present for all functions held at the church. Starting one hour before and one hour after the event.** It shall be the responsibility of the Parties renting the facilities to insure that a Sexton will be and is present in the building during the private event or meeting. The fee for the Sexton is not included in the rental cost and such fee shall be borne by the Parties renting the room or facility and paid simultaneously with the rental fee.

Fees for the Sexton are as follows:

Wedding (Church)	<b>\$25.00 per hour</b>
Receptions, Parties & Meetings	<b>\$25.00 per hour</b>

**USE OF ALCOHOLIC BEVERAGES; CHAPERONES; MUSIC**

Beer, wine, wine coolers and the like may be served at private parties, wedding receptions and other social functions. **NO, hard liquor will be permitted .**

Private parties and/or other social events in which the attendees will be under the age of 21 years must be adequately chaperoned for the entire duration of the event, and **under no circumstances will any alcoholic beverages be permitted on or about the premises.**

Music for parties, receptions and other social events will be permitted, provided such music is maintained at a reasonable level and does not disturb the peace.

### **RESERVATION OF RIGHTS**

Grace Church, the Rector, Wardens and Vestry reserve the right to terminate any event which tends to be disruptive or violate the Church's policy, rules or regulations, and further to refuse the future rental of any room or facility to any Party who has violated or not adhered to the General Rules and Regulations pertaining to the rental of rooms or facilities or Grace Church.

### **ROOM RENTAL LEASE AGREEMENT**

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Grace Church, White Plains, New York ("Church") and \_\_\_\_\_  
\_\_\_\_\_ Responsible Party  
Responsible Party

The Party herein desires to utilize certain space, room and facilities of the Church, more specifically described as \_\_\_\_\_

\_\_\_\_\_  
(Description of room, space, facilities to be used)

On \_\_\_\_\_ 20\_\_\_\_, during the hours of \_\_\_\_\_ to \_\_\_\_\_, for the purpose of \_\_\_\_\_; and the Church agrees to permit the use of these facilities upon the following terms and conditions:

- 1) The Parties is obtaining the use of such facilities for his/her private use and agrees to be present during the entire event. The Parties shall be responsible and accountable for insuring that the terms of this Agreement and the General Rules and Regulations are adhered to by all persons in attendance at the event.

- 2) The Parties agrees to pay to Church the rental fee of \$\_\_\_\_\_ for the use of such facilities and agrees that said fee will be paid in full at least one week prior to the date of the event.
- 3) The Parties, likewise agrees to pay to Church upon the signing of this Agreement, a **deposit of \$200.00** for the use of said room and facilities. Church agrees to return said deposit to Party, provided the room and facilities being rented are left in clean and usable order following the event.
- 4) That the attendees will be (over) (under) the age of twenty-one (21) years; that alcoholic beverages (will) (will not) be served and that chaperones (will) (will not) be present. If all attendees are adults and alcoholic beverages are being served. The Parties agrees to insure that attendees will be under control, will not be disruptive and will not consume such alcoholic beverages outside on the Church premises.
- 5) The Parties agrees to insure that a Sexton will be present during all pre-arranging, decorating or setting up for the event and that the Sexton will be present on the premises until the end of the event. The Parties further agrees to pay to the **Sexton a fee sum of \$150.00 for his services**. That said fee will be paid simultaneously with the rental fee.
- 6) The Parties agrees to insure that his or her event will conclude at \_\_\_\_\_(AM ) (PM) but in no event, later than 9:00 PM and that the premises used will be left in a clean and usable manner.
- 7) The Parties agrees to abide by and adhere to the occupancy requirements for the room being rented, to wit: Auditorium, a maximum of 100 people; Library, a maximum of 30 people; Conference Room 1, a maximum of 10 people, Parlor, a maximum of 10.
- 8) The Parties further agrees that music and entertainment will be maintained at a moderate level and agrees to insure that the music or entertainment does not disturb the peace.
- 9) The Parties agrees to insure that his/her invited guests will not enter upon any part of the premises except the areas specifically stated above and which are the subject of this agreement.
- 10) The Parties and invited guests shall be permitted to use the Ladies' Room and Men's Room which shall likewise be maintained and left in a good clean, usable state.
- 11) The Parties shall be responsible for generally cleaning and restoring the facility to its proper order. The Sexton shall advise the Rector, Senior, Junior Warden or Church Secretary as to the manner in which the premises were left.

- 12) Church shall advise The Parties the day following the event, or within five (5) days thereof of any damages, violations, or additional costs of any kind emanating from the private event, including any extra hours or fees incurred by the Sexton which were necessitated by the Parties use of the room and/or facilities.
- 13) The Parties agrees to comply with all laws, ordinances and regulations applicable to the premises. The Parties agrees to indemnify Church against any and all loss, liability or expense resulting from failure to comply with same.
- 14) The Parties further agrees to indemnify and hold Church harmless against any and all claims, suits, damages or causes of action for damages or alleged damages arising out of the use of Church's facilities or from any injury to any persons and or property.
- 15) The Parties hereby acknowledges an understanding of all the above terms and conditions and acknowledges receipt of a copy of the agreement and the General Rules and Regulations regarding the rental of Church's rooms and/or facilities.
- 16) The Parties agree that this Agreement sets forth their entire understanding and that any changes, additions or amendments to this Agreement must be made in writing.

WHEREFORE, The Parties hereto have executed this Agreement the day and year first above written.

GRACE CHURCH

BY: \_\_\_\_\_

Senior Warden

TITLE

\_\_\_\_\_  
Responsible Party

**FOR OFFICE USE**

Cash/Check Received

Date

Amount

For

## **ROOM RENTAL**

### **GENERAL RULES AND REGULATIONS**

- 1) Insure that the service of a Sexton have been arranged. The room rental cost does not include the Sexton's charges for setting up for meetings, cleaning up afterward, operating the dishwasher, etc. A Sexton must be present in the building during the entire period of time the facilities are being used. The Sexton's fees of \$25.00 per hour are to be made out to **Grace Church directly**. You will be charged for an additional 1 hour before and 1 hour after the event for the Sexton.
- 2) Notify church office or sexton on duty immediately upon arrival and post directional signs, if needed, for others. Masking tape is the only tape permitted for use. Remove signs after meeting.
- 3) Use of kitchen facilities requires that advance notice and request be made. Kitchen rules must be followed.
- 4) If literature is to be distributed, be sure to take any literature left over with you.
- 5) Adequate adult supervision is required for all groups with children and youth.
- 6) There are waste baskets or garbage cans in each room. Dispose of any unwanted items in proper container.
- 7) At completion of meeting, turn off all lights, whether day or night.
- 8) Be sure that windows are closed and locked before leaving room, although they might have been open when you arrived.
- 9) Remember that the building may be being used by more than one group at a time. Respect their presence.
- 10) Meetings must be completed by 9:00PM unless otherwise specified.
- 11) The Parties renting the room shall be responsible for any damage or breakage to any of the Church's property as a result of the use of the room.
- 12) In general, leave rooms as you found them, in a useable, picked up condition.
- 13) Parking is available on street and in municipal lots. **PARKING IS NOT AVAILABLE ON THE CHURCH PREMISES.**

Thank you for your cooperation.

**GRACE CHURCH  
33 CHURCH STREET  
WHITE PLAINS, NEW YORK 10601**

Date of Application \_\_\_\_\_

**PLEASE PRINT**

Name of Applicant or Organization \_\_\_\_\_

Address & Phone of Contact Person \_\_\_\_\_

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\_\_\_\_ Meeting    \_\_\_\_ Wedding Reception    \_\_\_\_ Baptism Reception    \_\_\_\_ Funeral  
\_\_\_\_ Bridal or Baby Shower    \_\_\_\_ Other

Date & Hour (four-hour limit for receptions) \_\_\_\_\_

Number of People Expected (if more than 75, two sextons are necessary) \_\_\_\_\_

Space requested: \_\_\_\_ Auditorium    \_\_\_\_ Kitchen    \_\_\_\_ Library    \_\_\_\_ Other

Table & chair arrangements as needed \_\_\_\_\_

Hour at which you need the space (sexton hourly rate will be charged starting at the time)  
\_\_\_\_\_.

Please return the completed application to the church office, with \$200.00 in cash as a security deposit, at least two weeks prior to the event. We will refund the money one week after the event, when we have determined that everything has been left in good order. **This \$200.00 cannot be used to cover any other expenses.**

Rental and sexton fees, in addition to the \$200.00 deposit, are as follows, and are payable at least two (2) weeks prior to the event: