

St. Philip's Episcopal Church

256 East Main Street

Brevard, North Carolina 28712-3834

Phone (828) 884-3666; Fax (828) 862-3849

Parish House Use Agreement Signature Page

(must be signed by all who ask to use St. Philip's facilities)

- 1. I have read, and agree to abide by, the Parish House use guidelines.** I make this promise, and those below, on behalf of those who will actually use St. Philip's facilities.
- 2. I promise to leave the facilities in as good (or better) condition than I found them.**
- 3. I agree to pay the minimum \$60 set-up/clean-up fee no later than five working days prior to the day of my event.** (\$30 check should be made payable to "Joan Donahue", and a \$30 check should be made payable to "Brian Pipkins" and brought or mailed to St. Philip's office). **I understand that failure to pay the set-up/clean-up fee in a timely manner will result in the revocation of my ability to use the facilities and the possible cancellation of my scheduled event without prior notice.**
- 4. I agree to pay the church fees as follows: Miller Hall (with Kitchen) = \$60; Miller Hall w/o Kitchen = \$30; or Youth Activity Center (includes downstairs kitchen) = \$20.** Checks should be made to St. Philip's Church and are due five business days prior to the date of event.
- 5. I will list my daytime and evening telephone numbers below and hold myself personally responsible if any of the guidelines are not followed, or in the event of loss or damage to the facilities.**

Name of Individual Organization

Date of Scheduled Event

Signature

Daytime telephone #

Evening telephone #

(Print name as signed above)

Return this completed form to: Jeanne Hatter, Parish Office Manager, St. Philip's Episcopal Church

Updated 7/29/08

GUIDELINES FOR THE USE OF ST. PHILIP'S PARISH HOUSE FACILITIES FOR NON-PROFIT ORGANIZATIONS

Non-church (not related to the life and programs of the parish) Functions.

1. To reserve space, a completed request form must be returned to St. Philip's for approval. A minimum of 5 days must be given from the time of request to the time of the proposed event.
2. **Church Fees:** Miller Hall (w/Kitchen = **\$60**); Miller Hall (w/o Kitchen - **\$30**) or Youth Activity Center (includes downstairs kitchen) = **\$20**. Check should be made to **St. Philip's Episcopal Church** and is due five business days prior to the date of event. The facilities must be left in the same condition as found or better. *Effective Jan. 1, 2003.*
3. **Set-up/Clean-up Fees:** There is a **\$60** set-up/clean-up fee for the use of any facilities at St. Philip's (does not include kitchen clean-up) for groups serving food and/or events at which 10 or more people are expected. \$30 check should be made to **Joan Donahue** and a \$30 check should be made to **Brian Pipkins** and are both due five business days prior to the date of event.

All checks should be brought or mailed to St. Philip's office.

4. If any particular room set-up is required, a diagram should be supplied with the completed request form.
5. Nothing is to be stapled, tacked or taped to walls or any other surface.
6. No gambling will be allowed in the building.
7. **No smoking** is allowed in the building. Urns are available outside all doors for disposal of cigarette butts.
8. Handicapped parking spaces are to be used only for vehicles with proper handicapped permits. **DO NOT** block traffic in the front circular drive or access to the handicap ramp leading to the front doors of Miller Hall.
9. Entrance should be through the parish house main front doors on the upper level (facing Main Street), the cloister side doors or through the lower level at glass door.
10. Each group must supply its own coffee, tea, cream, sugar, etc. and its own paper products. Kitchen utensils may be used provided they are washed, dried and returned to their proper location. Dishes may be used only if the charge of \$0.50 per person has been accepted. Tablecloths are not available.
11. Wine or champagne may be served in Miller Hall only with the permission of the Rector. (NO beer or distilled spirits are allowed on the grounds of the church). St. Philip's can accept no liability for incidents related to non-church activities.
12. The parish house has a manual and sensor-based fire alarm system.
13. **Keys for outside doors and table/chair storage room (in Miller Hall) should be obtained from the office, one business day prior to event or the day of event. Keys must be returned the first business day after the event.**
14. Please contact the Rector or one of the wardens if any deviations from these guidelines are considered necessary.
15. Miller Hall can accommodate a maximum of 140 people for a sit-down meal.
16. If you must adjust the thermostat, use **ONLY** the up and down arrows on the control panel; do not touch any other buttons please!
17. No activity in Miller Hall on Saturdays after 9:00 p.m.
18. Church property is not to be loaned out to anyone nor taken off of the church grounds except for church functions with permission of Jr. Warden or Rector.
19. If a parishioner desires to use the parish house for a non-church related function (i.e. wedding reception, anniversary party, etc.) the costs are the same as an outside group.

Church Related Functions.

1. Guidelines as above except for fees.
2. If using the facilities after 4:00 p.m. or on a weekend, obtain and sign for a key from the office manager. It is to be returned the following working day. Failure to do so means you will not be issued a key again.

Be a good steward ... check doors, windows, lights, heat/air, etc.

Indicate below the layout you want setup. If food is being served buffet style, rectangle serving tables are usually setup near the front wall which is the left side of this sheet.

Each table seats eight. 10 round tables; 10 rectangle tables; 140 chairs

