



# All Saints Episcopal Church, Appleton WI

## BUILDING USE FORM

Name of Event: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Group Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

A Church representative will be assigned to be on-call for your event and to unlock and lock the building. If a member of your group is also a member of the Church and will accept responsibility for directing the use of the facilities, please note:

Member: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Date(s) Requested:**  One-time event  One day a week  One day a month  Other \_\_\_\_\_

Events Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Rehearsal Date (if applicable): From \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

**Location(s) Requested:**

Upper Level:

- Sanctuary
- St. Mary's Chapel
- Room 22 (Palmer Room)
- Room 22 (Palmer Room)/w Kitchenette
- Library
- Nursery
- Meditation Garden

Lower Level:

- Room 10 (Kemper Hall)
- Room 10 (Kemper Hall) w/Kitchen
- Classrooms 11&12 (Youth Group full)
- Classroom 17 (Multi-Age 2)
- Classroom 18 (Multi-Age 1)
- Classroom 19 (Godly Play)
- Undercroft open area

**Equipment & Services:**

- Organ
- Piano
- Podium
- Microphone
- Folding Chairs
- Rectangular tables 30"x60"
- Sound system
- Piano/Organ tuning

**Description of Event:** (attach separate sheet if necessary) Describe event including use of candles, decorations, alcohol, caterer, music, number of tables, number of adult guests, children, etc. All Saints can provide referrals for priest, pianist, organist, soloist, and caterer if requested: \_\_\_\_\_

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# All Saints Episcopal Church, Appleton WI

## USAGE FEES

Name of Group: \_\_\_\_\_ Events Date(s): \_\_\_\_\_

**Note:** Member and Not-for-Profit pricing is half the non-member ½ day and hourly pricing.

Kemper Hall	Non-Member ½ day	Hourly	
<input type="checkbox"/> w/Kitchen	\$ 300	\$ 100	_____
<input type="checkbox"/> w/out Kitchen	\$ 250	\$ 80	_____

Palmer Room			
<input type="checkbox"/> w/Kitchen	\$ 250	\$ 100	_____
<input type="checkbox"/> w/out Kitchen	\$ 200	\$ 80	_____

Additional Rooms			
<input type="checkbox"/> Sanctuary	\$ 500	\$ 100	_____
<input type="checkbox"/> St. Mary's Chapel	\$ 150	\$ 50	_____
<input type="checkbox"/> Library	\$ 100	\$ 30	_____
<input type="checkbox"/> Nursery	\$ 100	\$ 30	_____
<input type="checkbox"/> Classrooms	\$ 100	\$ 30	_____
<input type="checkbox"/> Undercroft	\$ 100	\$ 30	_____
<input type="checkbox"/> Meditation Garden	\$ 100	\$ 30	_____

Additional Services			
<input type="checkbox"/> Cleaning service to clean and reset room		\$ 25/hr	_____
<input type="checkbox"/> Reception cleaning flat fee		\$ 75	_____
<input type="checkbox"/> Organ Use	\$ 100	\$50/hr	_____
<input type="checkbox"/> Piano Use	\$ 100	\$50/hr	_____
<input type="checkbox"/> Organ/Piano tuning		\$ 200	_____
<input type="checkbox"/> Folding Chairs ea.		\$ NC	_____
<input type="checkbox"/> Rectangular Tables ea.		\$ NC	_____
<input type="checkbox"/> Podium		\$ NC	_____
<input type="checkbox"/> Microphone		\$ NC	_____
<input type="checkbox"/> Sound System		\$ 25	_____
<input type="checkbox"/> Deposit		variable	_____

**Total Room & Service Fees (excluding deposit fee):** \$ \_\_\_\_\_

Notes:

- Fees include set-up and take-down time not to exceed ½ hr. before or after event time.
- Weddings pay \$500 sanctuary fee.
- All fees reflect the total time your party occupies the facility.
- ½ day is four hours, full day eight hours.



# All Saints Episcopal Church, Appleton WI

## TERMS FOR USE OF CHURCH FACILITIES

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### TERMS

1. All Saints facilities and equipment are available for use when not being used for church related activities.
2. A deposit is required to reserve a room and the person making the reservation will be responsible for damage to equipment and facilities. The deposit will be refunded by mail following the event, less funds deducted for cleaning or repairs if necessary.
3. The person making the reservation will be responsible for leaving the facilities in such condition that another group may comfortably use them; i.e., furniture and equipment replaced in customary position, kitchen equipment left clean, dishes washed and put away, floors swept, trash put in outside dumpster, etc.
4. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless specific exception to this rule has been granted in writing by the Vestry of the church. This does not mean that groups cannot have organizational dues or assessments to meet operating expenses.
5. Consumption of alcohol is permitted only in Kemper Hall, the Palmer Room, or sacramental space in accordance with diocesan policy.
6. All Saints is a smoke and drug-free facility.
7. Include a description of all decorations and where they will be placed in "description of event" section. The use of candles or open flames may be permitted with specific written approval.
8. No articles belonging to, or rented by, an organization using the church's facilities shall be left in any room, unless prior permission has been obtained from the church office.
9. Evening events will be concluded, and the building closed by 11:00 p.m., unless special arrangements are made.
10. No equipment or facilities shall be added, modified, or removed without prior written approval.
11. At no time shall equipment or facilities other than those covered by this agreement be used.
12. The altar area is restricted for sacramental purposes by written permission of the Rector or Vestry.
13. In order to secure use of the choir area (including the organ), applicants must schedule a separate appointment with the Choirmaster and satisfy all other requirements of the Terms of Use policy.
14. All Saints Episcopal Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements which are determined to be inconsistent with the interests or mission of the church.
15. A certificate of insurance is required by all non-member groups using the building.
16. Group pricing is available for weekly/monthly regular use.

**Waiver of Liability:** The applicant and the individual executing this application hereby waive any and all claims, demands and causes of action which they have against All Saints Episcopal Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless All Saints Episcopal Church and its officers, agents, and employees from and against any and all claims, demands, causes of action, and all other loss and expense, including reasonable costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees and agents pursuant to this application. The right to the use of church facilities that may be granted pursuant to this application is a license only and does not grant the applicant any tenancy or other interest. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities. Any statements under this policy may be added to or repealed after notice is given to organizations concerned.

**Agreement of Terms Statement:** By signing this agreement, the signee and the organization they represent agree to pay the outlined fees and abide by the terms outlined in the “Terms of Use for Church Facilities”, “Use of the Parish Kitchen”, and “Use of Organ”.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of church representative: \_\_\_\_\_ Date \_\_\_\_\_

*Thank You!*

All Saints Episcopal Church

100 N. Drew Street

Appleton, WI 54911

920-734-3656

allsaintsapple.tds.net



# All Saints Episcopal Church, Appleton WI

## USE OF THE PARISH KITCHEN

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Following these guidelines for use of a parish kitchen is required by groups.

Kitchen use includes use of stove, ovens, sinks, dishwasher, coffee/tea makers/urns, utilities, microwave, freezer/refrigerator space, plates, glasses, cups, and cutlery and anything else found in the kitchen.

1. Access to cookware / serve ware & linens / refrigerator / freezer / ovens / stove / dishwasher
  - a. Cookware is available for use according to what is on hand.
  - b. Group will be required to meet with church representative at least three weeks before event to review which kitchen items will be needed.
  - c. All items must be in inventory upon completion of event for deposit to be returned.
  - d. Any items needed to prepare the caterer's meal will be the responsibility of the caterer, which may include additional pots, pans, utensils, seasoning, etc. Deposits are returned upon verification of inventory within 7-10 business days.
  
2. Kitchen clean-up includes returning the facility to condition it was found in:
  - a. kitchen equipment left clean
  - b. dishes washed and put away
  - c. floors swept
  - d. trash put in outside dumpster
  - e. tables and chairs folded and returned to closet