

Trinity Church in Menlo Park
 330 Ravenswood Avenue, Menlo Park, CA 94025
 tel: 650.326.2083 | fax: 650.305.7826
 email: office@trinitymenlopark.org
 www.trinitymenlopark.org



APPLICATION TO RENT SPACE—ONE-TIME EVENT

Events at Trinity must be non-profit, religious, hospital, community service, or charitable.

DATE OF APPLICATION: _____

1. Contact Information

Organization:		
Name of responsible party:		
Address:		
City:	State:	ZIP:
Cell phone:	Email:	
Main contact (if same as responsible party, write "same"):		
Cell phone:	Email:	
Non-Profit? (circle one) Yes / No	IRS #:	

2. Event Information

Type of event:	<input type="checkbox"/> Recital <input type="checkbox"/> Concert <input type="checkbox"/> Reception/Private party <input type="checkbox"/> Other—please specify:
# Expected Attendees:	
Will food/beverages be served?	<input type="checkbox"/> No <input type="checkbox"/> Yes—please specify:
Will alcohol be served?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Free event?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Open to public?	<input type="checkbox"/> No <input type="checkbox"/> Yes

3. Requested Dates/Times

* Remember to request all necessary set-up, rehearsal, and clean-up time.

Date(s):	Arrival/Set-up Start Time:	Event Start Time:	Event End Time:	Clean-up End Time:

4. Facilities Requested

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Church (Main Sanctuary) | <input type="checkbox"/> Tierney Room |
| <input type="checkbox"/> Courtyard | <input type="checkbox"/> Trinity Hall |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> Library |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Angus Hall |

5. Extra Items Requested*

*Please clarify needs under special set-up, notes, or requests, below.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Tables x _____ | <input type="checkbox"/> Green Room |
| <input type="checkbox"/> Chairs x _____ | <input type="checkbox"/> Other: _____ |

6. Special Set-up, Notes, or Requests:

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7. Read Terms and Agreements of Trinity Church (pp. 3–5)

- I acknowledge that I have read the Terms and Agreements of Trinity Church

8. Submit This Form

Completed Application must be returned to Alecia McDowell, Trinity Office Administrator at email (office@trinitymenlopark.org), fax (650-305-7826), mail (330 Ravenswood Ave., Menlo Park, CA 94025) or in person (please contact church office to arrange date/time.)

9. Approval Process

All applications will be reviewed by the parish rector or designated appointee. Upon decision of this application, you will be notified via email. Approval will include breakdown of costs associated with renting the facilities and payment instructions. Please return contract along with security deposit. If application is declined, a reason will be sent via email to the main contact.

Trinity Office Use Only

Application Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Signature:	
Date:	

Terms and Conditions of Agreement for Use of Trinity Church Facilities

I. General Use of Facilities

The facilities of Trinity Church are available to all nonprofit organizations of educational, character-building, or religious nature with the advance approval of the Rector or the Rector's designated representative when the rector would deem it unnecessary to call a special meeting of the Vestry to make a decision, or by the Rector and Church Wardens when circumstances require a decision before the next regular meeting of the Vestry. Use of the buildings, property and facilities may be restricted by action of the Rector, Wardens, and Vestry when an organization or individual misuses them.

A designated person *must* be responsible to see that:

- All areas are left clean
- All lights are out
- Windows shut and locked
- Doors of hall, lavatories, or other buildings locked.

All groups or individuals renting facilities must be a registered non-profit organization (able to provide copy of 501(c)3), or the event must be charitable, community service, or parish-related.

Groups may not charge admission on site but may advertise a "suggested donation" for events. If the event is a concert, certain limitations may apply. Please contact the office administrator for details.

IA) Reservations

There can be no interference with normal services or programs. Use of Trinity facilities is always subject to parish needs and prior reservation. Our policy is that the congregation and its organizations have prior claim to facilities. For this reason, all reservations more than 30 days in advance are subject to final confirmation within 30 days before the event by calling the church office at 650-326-2083. When an emergency arises, such as a burial, the organization's contact person will be notified of the conflict.

IB) Furniture and Equipment

Large furniture (pews, permanent tables, altars, communion rails, lecterns, room dividers) may not be moved by groups. Prior permission is required and subject to approval. Any moving of large furniture will be completed by a responsible party of the church. Groups will be responsible for damage to furniture and/or flooring if large furniture is moved without prior arrangement through the church office. Equipment such as chairs, tables, and ladders may not be taken from the premises under any circumstances. Groups accept liability and financial responsibility in the event of non-compliance (see section II). When the kitchen and/or kitchen equipment is used, it must be left in clean and tidy condition (including floors). All china, silverware, and other kitchen items must be returned clean to their proper places.

IC) Recording of Live Events

Any group wishing to secure a recording of a live event or otherwise, must inform the office administrator no later than 30 days prior to the date of the recording. Trinity Church is not responsible for any loss of sound quality if proper notice has not been given.

ID) Liturgical Art in the Church

During certain seasons in the church year, liturgical art is displayed in our main sanctuary as an artistic expression of our worship. Groups accept this as a possible

condition in using our main sanctuary. Any group using our main sanctuary should check with the office administrator 30 days prior to their event if they have concerns about liturgical art. While we will make the best possible accommodations for groups with reservations in the church, Trinity Church is not responsible for any interference of a live event due to a liturgical art display.

IE) Sound System and Equipment

Use of the sound system in the church is prohibited without prior permission and instruction. Groups are never to change any setting or touch any master controls on sound equipment.

IF) Piano and Organ

Use of the piano in the church is permitted during concerts upon approval. Moving the piano is to be done only under the supervision of a Trinity Church concert host. It is to be returned to its original location following the event (refer to map of church furniture and tape markings on floor.)

Use of the organ must be approved in advance. The organ console is never to be moved without permission. Non-compliance will result in damage to the floor, and groups will be held responsible for cost of repairs. Use of the facility may be restricted until the matter is resolved.

IG) Noise

All groups who use Trinity Church's facilities agree to adhere to the regulations of the City of Menlo Park Noise Ordinance. "Quiet" hours are between 10:00 PM and 8:00 AM and all groups must observe these hours. Any cost arising out of violation of this ordinance (including, but not limited to, legal fees and citation fees) will be at the expense of the group.

In addition to observing above said "quiet" hours, groups using the parish hall must close the two sets of back doors no later than 9:00 PM to avoid any disturbance to our neighbors. Any activity (including conversations) in the parking lots past 9:00 PM must be done at a level that will not disturb neighboring residents.

IH) Decorations and Posters

Decorations may be used in the parish hall if attached with masking tape or other low-tack adhesive. Scotch tape, thumbtacks, nails, pins and such must never be used, since these deface the surface. All decorations are subject to approval or disapproval by the Rector, Wardens, and/or the Vestry.

II) Alcohol

In accordance with the policy of the Diocese of California, alcoholic beverages may be served at functions under certain conditions:

- Non-alcoholic beverages must be offered if alcoholic are. They must be served as accessibly and attractively as any alcohol.
- Alcoholic beverages and food containing alcohol may not be used to advertise or promote attendance at any functions.
- Alcoholic beverages may not be sold without a license. That's the law.
- Any food or beverage made with alcohol must be clearly labeled. This also applies to any food in which the alcohol has been "cooked out."
- A responsible member of the parish/group must be in control of the serving of alcoholic beverages during functions. Drunkenness is always inappropriate behavior.

- The sponsor of an activity must take responsibility for—and may be legally liable for—intoxicated people. This includes providing transportation home.
- Invitations to events where alcohol is served can be made only to members of the congregation, guests, and friends—never to the general public.
- The final responsibility for distributing and following these guidelines lies with the priest, wardens, and vestry of a congregation.

IJ) Miscellaneous Regulations

There is never to be any smoking indoors in any church facility.

Any form of gambling is prohibited. This includes games of chance, raffles, and door prizes. Raffle tickets may not be sold on the parish premises.

II. Liability and Damage

The church is not responsible for any damage or loss to persons or property of outside groups using the facility. Groups assume their own liability and should have their own liability and property damage insurance for the protection of their own members, guests, and the Parish of Trinity Church. Groups must supply a certificate of insurance prior to use when applicable. By signing this agreement, outside groups acknowledge that they agree to hold the Church harmless from all liabilities, damages, lawsuits, and attorney fees resulting from their use of this facility.

IIA) Security Deposits and Cleaning Fees

For one-time users, a refundable cleaning/damage deposit of \$150 (one hundred and fifty dollars) is required and will be used for professional cleaning services or repairs, if necessary. When property, facilities, or equipment is left damaged or in unclean condition, a \$150 (one hundred and fifty dollars) cleaning fee OR the cost of repairs may be charged to the organization. Use of facilities will be restricted until the matter is settled. For events that include food, a mandatory fee applies for professional cleaning services (please see rate card for details.)

IIB) Keys

Organizations or an individual acting as the designated representative may, when use permission is granted and need dictates, obtain a key. Any key(s) borrowed for access to the building must be returned to the church office at the end of the specified term of agreement stated on the “Space Use Agreement” form. All keys must be issued from the church office and signed for on the key form card provided. A security deposit of \$15 (fifteen dollars) is required for each key issued. The deposit will be returned upon presentation of the key to the church office. The deposit is forfeited if the key is lost. The Rector, Wardens, and/or the Vestry reserve the right to recall a key from an individual or organization within the parish or outside for reason that necessitates such action.

IIC) Church Materials and Equipment

Church materials must not be moved, taken, or destroyed, nor should walls, furniture, or papers be defaced. If dishes or other pieces of equipment are broken, the church office must be notified and a charge will be made to cover the replacement.

IID) Waste

All garbage, compost, and recyclables must be placed in the appropriate containers in the enclosure in the staff parking lot. Never leave trash or garbage in the kitchen. Any damage and its repair are the responsibility of the group causing them, subject to the Rector, Wardens, and/or Vestry approval.