

# FOUNDATION FOR HISTORIC CHRIST CHURCH, INC.

## Policy Governing

### USE OF FACILITIES

Adopted July 8, 2021

#### 1. General Policy and Facilities

It is the general policy of the Foundation for Historic Christ Church, Inc. (“Foundation”) that the buildings and grounds are for the use of the Foundation, which includes the boards and committees thereof, as well as any functions social or otherwise sponsored by the Foundation. Subject to availability and at the discretion of the Foundation, facilities may be made available to other eligible organizations, which may include not-for-profit groups, governmental agencies, certain for-profit enterprises, and natural persons.

Foundation facilities may include the Edith Jenkins Bayne Center, the Courtyard and Breezeway, and other areas of property without the churchyard wall. Property within the churchyard wall, including Christ Church itself, is not available as meeting or event space unless specifically authorized by the Foundation.

#### 2. Event Guidelines

Use of Foundation facilities by outside organizations and persons will be limited to events in keeping with the character of Christ Church and its surroundings. The Foundation reserves the right to refuse access to any person, organization, or event.

All applications must include a description of the purposes of the event, the number of persons expected to attend, activities planned, and equipment (AV, Wi-Fi, etc.) and provisions required.

Kitchen facilities will be available for the preparation of light refreshments and for warming food provided by a caterer or the event sponsor. Caterers who are to be present at an event must be approved by the Foundation in advance of the event.

Beverages and foodstuffs present in the kitchen (cabinets, refrigerator, etc.) belong to the Foundation and are not to be moved, used, or consumed by the organizers or attendees of any private event.

Provision of table linens, flatware, and other such supplies is the responsibility of the event sponsor. The Foundation will work with the event sponsor and the caterer to arrange the setting up of tables and chairs as needed. Tablecloths may be rented from FHCC at a cost of \$15 each to cover expenses of cleaning and pressing following the event.

With prior approval from the Foundation, the event sponsor may serve beer or wine to event attendees provided that (1) the event is private; (2) money is not exchanged for alcohol; and (3) alcohol purchased for the event is not from a wholesale distributor. The use of marijuana in any form is not permitted. Other controlled substances are likewise prohibited.

The sponsor or sponsoring organization is responsible for setting up prior to, and cleaning up after, each event. This must be completed within the time scheduled for the event on the Foundation calendar.

No smoking or vaping is permitted anywhere on Foundation property.

#### 3. Scheduling and Fees

Dates and times of events must be scheduled with the Foundation office. Scheduling is subject to availability as determined by the needs of the Foundation and in priority order. Generally, events will not be scheduled more than six (6) months in advance.

A nonrefundable fee of \$350 will be charged for use of the Foundation facilities. The Foundation may, at its discretion, waive all or a portion of this fee for persons and organizations as it deems appropriate.

#### **4. Statement of Responsibility and Damages**

The sponsor or sponsoring organization is financially responsible for any and all damages to the premises, property, and equipment belonging to the Foundation caused by persons involved with or attending the event. Additionally, the Foundation reserves the right to request a refundable security deposit in order to reserve its facilities for use by an outside organization.

The sponsor or sponsoring organization assumes liability for any injury to persons that may occur on Foundation property.

The Foundation reserves the right to bar any organization or individual from future use of its facilities should said organization or individual violate the terms set forth in this policy.

*An agreement is found on the page succeeding.*

**5. Agreement**

The undersigned representative of the sponsoring organization has read and understands the rules and regulations for use of facilities belonging to the Foundation for Historic Christ Church and agrees to have all persons associated with the event abide by those provisions.

**The undersigned event sponsor furthermore hereby releases, indemnifies, and holds harmless the Foundation for Historic Christ Church, Inc., its officers, directors, staff, volunteers, and advisors from any and all claims, causes of action, and liabilities arising from or in any way connected to his/her or his/her organization's use of Foundation facilities.**

To confirm the date and time for this event, the sponsoring organization agrees to pay the nonrefundable fee in the amount of \$350 for use of Foundation facilities plus \$15 per tablecloth.

If the fee is to be waived, a representative of the Foundation will sign here: \_\_\_\_\_

All these arrangements are made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by all parties.

Name of Sponsor or Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Event: \_\_\_\_\_

Location(s): \_\_\_\_\_

Date and Time: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Caterer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Event Sponsor (signature)

\_\_\_\_\_  
Event Sponsor (printed name)

\_\_\_\_\_  
Foundation for Historic Christ Church, Inc.

This document is as amended,

February 26, 2013  
July 8, 2021  
November 16, 2023