



GRACE EPISCOPAL CHURCH

116 W. WASHINGTON AVE

MADISON, WI 53703

608.255.5147

togracechurch@gmail.com

BUILDING USE REQUEST FORM

Please email or mail this form to Christina Burzinski (togracechurch@gmail.com), Parish Administrator, to begin the building request process. If your event fits within the mission of Grace Church priorities and does not conflict with pre-existing events, you will receive a "Grace Episcopal Church Building Rental Contract" form outlining your rental date and fees. That form will need to be completed, signed, and returned to the Church office with your \$100 security deposit (and insurance liability form, if requested by the Parish Administrator). Once these items are received, a confirmation will be sent to you and your event will be placed on the Grace Church calendar.

Name(s): _____

Organization: _____

- Are you a religious or non-profit organization? ☐ Yes ☐ No

Mailing Address: _____

Phone: _____

Email Address: _____

- Requested Event/Meeting Date(s): _____

- Event/Meeting Title: _____

- Event Time: _____

- Estimated attendance (max. 100): _____

- Which rental space(s) do you require? _____

- Will event be open to the public? ☐ Yes ☐ No

- Will admission fees be charged for event? ☐ Yes ☐ No

- Are there any special circumstances regarding this event that we need to be aware of? _____

- Indicate any additional concerns or requests: _____

PLEASE NOTE: Grace Church does not provide rental groups with meeting equipment, such as projector screens, projectors, laptops, phone access, etc., at this time. If you need this equipment or any additional needs such as extension cords, ladders, power strips, etc., for your meeting/event, please plan accordingly. Please see the "Buildings Use and Guidelines" document for additional Grace Church rental policies.



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BUILDING USE GUIDELINES

The use of the Church building should be respectful of the mission of Grace Episcopal Church and its program areas. All requests for use of the church building and grounds must be within Grace Church's guidelines (found on the following pages) and approved by the Parish Administrator or Rector.

Examples of Acceptable Activities:

- Class Reunions
- Concerts
- Conferences
- Family Reunions
- Funerals/Memorial Services and Receptions
- Meetings
- Plays/Dramas
- Rehearsal Dinners/Wedding Receptions
- Worship Services
- Workshops

Prohibited Activities: The Church may NOT be used for any of the following:

- Partisan political groups.
- For-profit activities from which the Church receives no direct benefit.
- Serving or consumption of alcoholic beverages (unless pre-approved by the Vestry).
- Any purpose which is not consistent with the values of Grace Episcopal Church.

In order to use Church facilities, each applicant must fill out an application and submit it to the Parish Administrator. If renting the Kitchen or the Cornelia Vilas Hall, the originator must fill out and submit the **Kitchen and Cornelia Vilas Hall Request Form** and send the refundable security deposit to the Parish Administrator. Completion of this form is unnecessary for groups that are part of Grace Church. However, all events must be scheduled through the Parish Administrator so they may be placed on the Church calendar.

User Fee:

All users of the Church facilities, with the exception of programs, organizations and committees of Grace Episcopal Church, are asked to share the cost of building maintenance, utilities and custodial service as outlined in the section entitled, "Building Rental Fees."

Other policies of note:

- Grace is a smoke-free, alcohol-free, and weapon-free facility.
- Use of the Nave's organ requires special permission from the Director of Music and the Church Organist.

- **Damage and Insurance:** All user groups are responsible for conducting their activities in a safe manner. Any and all damage to Church property shall be paid for and is the sole responsibility of the user. Non-Grace Episcopal groups using Church facilities on an on-going basis must provide evidence of adequate liability insurance coverage and, upon request, shall name Grace Episcopal Church of Madison, WI as an additional insured.
- **Children and Youth on premises:** All youth activities shall be adequately supervised by adults at all times.
- **Audio Systems:** Our audio control systems may be used only when a member of Grace is present or by special permission and training from our Rector, Parish Administrator, Director of Music, Church Organist, Wedding Coordinator, or Grace Presents Task Force member.
- **Music spaces:** Use of our music room and/or music rehearsal spaces requires permission from our Parish Administrator and the Director of Music.
- **Kitchen usage/storage:** Access to the kitchen will be allowed only if a certified food handler is present. Storage of food for events must be done following the correct food safety standards. Outside contractors (caterers) who use the kitchen, are required to have their applicable certifications and liability insurance on file with the Parish Administrator. If the contractors do not have the correct certification, Grace requires the renter to hire a Grace employee with certified food handling credentials.

Security and Restricted Areas:

For your security and ours, only the rooms approved by the Parish Administrator are to be used by your group. Encourage your party to keep valuables (purses, gifts, cameras, cell phones etc.) with them or give them to someone in your party for safekeeping. Grace Church is not responsible or liable for personal property left unattended. Please use only the areas assigned to your group/wedding/ceremony party/guests/vendors.

Area of use is limited to that for which permission is granted. Continued and future use of these facilities is dependent on the care taken by users.

Respect for Worship Spaces:

Items in the main Church worship space and/or chapel are not to be moved without approval of the Rector. This includes pews, chairs, and items at the pulpit or altar.

Parking:

No parking of any vehicle belonging to renters or guests is available at Grace Church, including the dead-end alley owned by the church off of West Washington Avenue. Renters may only load and unload items in this alley.

Cancellation Policy:

Events may be canceled by the originator with at least thirty days' confirmed notice and not forfeit the \$100 security deposit. Anything less than thirty days' notice and the security deposit will not be returned. The Church reserves the right to cancel events at any length of notice due to unforeseen circumstances. Every effort will be made to honor rental agreements.

Decorating:

1. The renter will provide the decorations for the event. Floral arrangements may be placed on the tables and any additional decorations must be discussed and approved by the Parish Administrator before the event.

2. No tacks, staples, nails, wire, glue, sticky tape, screws, pins, or gum may be used on the walls, floor, chairs or any furnishings. Any damage to the premise or equipment by guests or outside groups contracted by the renter during the function will be the responsibility of the renter. Additional charges may be incurred if the cost to repair the damage is more than the \$100 damage deposit. An itemized bill will be submitted to the party renting the space.
3. Candles may be used in the courtyard. They may not be used in the Cornelia Vilas Hall and reception area. Battery-operated candles are an acceptable alternative.
4. The renter will be given up to 2 hours to decorate before the event begins, unless pre-arranged with the Parish Administrator.
5. Rice, birdseed, glitter, real flower petals and confetti may not be used in and around the church.

Catering:

1. Any selected caterer or food vendor must hold certification in Food Safety Handling and be approved by the Parish Administrator.
2. The renter will make the Parish Administrator aware of caterer's arrangements for the event.
3. Table linens and place settings will be arranged by the renter.

Alcohol:

No outside groups may use or sell alcohol on church property.

Kitchen Usage:

Use of the kitchen needs to be discussed with the Parish Administrator. Access to the kitchen will be allowed only if a certified food handler is present. Storage of food for events must be done following the correct food safety standards. Outside contractors (caterers) who use the kitchen, are required to have their applicable certifications and liability insurance on file with the Parish Administrator. If the contractors do not have the correct certification, Grace requires the renter to hire a Grace employee with certified food handling credentials.

Music:

Please inform the band or DJ of the following policies:

1. Equipment delivery is available two hours prior to the start of the event.
2. Storage space of band or DJ equipment, personal belongings etc. is limited.
3. Private rooms are not provided for the band or DJ.
4. Any electrical needs (including extension cords and power strips) must be provided by the band or DJ.
5. Grace Church does not provide table linens and skirting for the band or DJ.
6. All entertainment, including the band or DJ must finish their last set by 11:00 p.m.

Rental Equipment:

Grace Church does not provide rental groups with meeting equipment, such as projector screens, projectors, laptops, phone access, etc., at this time. If you need this equipment or any additional needs such as extension cords, power strips, etc., for your meeting/event, please plan accordingly and contract with a rental service of your choice. Duct tape or other heavy adhesives are not allowed on Grace Church surfaces. Because this facility does not have room to store equipment for the following day, all rental equipment must be delivered and picked up on the day of the event. If you decide to rent chair covers, candelabras, etc., you will need a family member or friend who is willing to take the rentals with them after the event is over. These things cannot be left or stored at Grace Church beyond the time block you have reserved. Leaving rental equipment at Grace Church will automatically forfeit the \$100 damage deposit.

Damages:

Renters shall assume responsibility for the reasonable care of the church premises related to a rental.

1. No animals, except those assisting persons with disabilities, are allowed on the Church premise.
2. Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the Parish Administrator.
3. Users shall not cause or permit the facility to be damaged, defaced, or altered in any way. Nothing may be attached or removed from the walls, doors, or woodwork. Duct tape, nails, screws, hooks, tacks, and the like are not to be used.
4. Care must be taken with food and beverages to avoid spills. Any spills must be cleaned up immediately.
5. The responsible parties agree to pay for any property damages or expenses if damage or expense occurs during the time they are using the facilities over and above the damage deposit.
6. Failure to report damage caused to Church property is grounds for termination of the rental agreement or future arrangements. Renter shall pay for the repair of any damages within 14 days after the event.

Cleanup and Maintenance:

1. We expect all equipment to be removed and all cleanup completed no later than one hour after the conclusion of the event.
2. Guests and renters must leave the church grounds no later than midnight, the day of the event.
3. If your event runs longer than originally scheduled, Grace Episcopal Church reserves the right to bill for the additional usage at the pre-established hourly rate of \$100 per hour beyond midnight.
4. All personal belongings, equipment, gifts, etc. must be removed at the conclusion of the event. A double-check of the room is always a good idea. It is helpful to assign this task to a friend or family member when planning for your day.
5. Grace Episcopal Church is not responsible for lost, stolen or damaged articles or equipment.
6. Every effort should be made to leave the building and grounds in good condition when the event is finished. Clean-up includes returning the facilities to its original state.
7. Please place trash and recyclables in appropriate receptacles.
8. The church will provide a cleaning service to clean up after the event. This service is included in the price to reserve the space for an event.
9. The Parish Administrator has the final determination regarding what is considered reasonable or excessive cleaning. In the event that an unreasonable amount of clean-up is required after the function, there will be a labor charge of \$30 per hour, per employee needed to complete the work. This will be owed above and beyond the damage deposit.



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BUILDING RENTAL FEES

Please note: These fees are subject to change without notice and are intended to cover the actual cost to the Grace Church of Madison for the facilities used. Under special circumstances, pricing will be negotiated or additional spaces not listed here may be rented.

Note:

The fees listed in this document do not apply to wedding ceremonies. For wedding pricing, please see the "Grace Episcopal Church Wedding Guide" found on www.gracechurchmadison.org under Life Events>Weddings.

Tier I Rental Fees

Tier I users: Programs, organizations, and committees of Grace Church.
 - No fees

Tier II Rental Fees

Tier II users: Member use for special occasions, programs, organizations and committees of other Episcopal Churches; Groups and organizations of other religious denominations and affiliations.

Rental Space	Half Day (Up to 5 hours total)	Full Day (5--10 hours)
Cornelia Vilas Hall only <i>Hold approximately 100 people.</i>	\$75	\$150
Cornelia Vilas Hall and Kitchen <i>The kitchen can only be rented along with the Guild Hall and use of its equipment must be approved by the Parish Admin.</i>	\$125	\$200
Nave <i>Holds approximately 350 people. Includes use of sound system.</i>	No fee	No fee
Chapel <i>Seats approximately 20 people.</i>	No fee	No fee
Classrooms, Library, Conference Rooms, Reception Lobby	No fee	No fee
Nursery	No fee	No fee
Choir Room	No fee	No fee

Additional Fees May Include:

- \$40 set up fee:
 - 1 person helping to set event up 2 hours prior to event
 - Clean up grounds, makes sure all tables and chairs are set up according to event diagram
 - Removing unwanted items from the Cornelia Vilas Hall before event
 - Makes sure all delivered items are in the Cornelia Vilas Hall
 - Helps set up any equipment, rented items
- Custodial and Security Services--\$25/hour, includes:
 - 1 person helping to set event up, available 2 hours before event
 - Clean up grounds, makes sure all tables and chairs are set up according to event diagram
 - Removing unwanted items from the Cornelia Vilas Hall before event
 - Makes sure all delivered items are in the Cornelia Vilas Hall
 - Guarding doors during event
 - Emptying trash/recycling after event
 - Sweeping and mopping floors after event
 - Replacing and filling bathroom items
 - Securing and lock up of building
- Kitchen Coordinator = \$25/hour of time, includes:
 - Set up and preparation of food, plan on 2 hours of prep-time (depending on size of group)
 - Purchase food for event
 - Adhering to all safety standards
 - Clean up and washing of dishes
 - Returning kitchen to original sanitized state
- A \$100.00 refundable damage deposit is required when submitting the Rental Request Form.
- A \$100 charge per hour will be added for events extending past midnight on the day of the event.

Tier III Rental Fees

Tier III users: Non-profit community organizations/non-member special occasions on a one-time basis; Non-profit community organizations on a regular basis.

Rental Space	Half Day (Up to 5 hours total)	Full Day (5--10 hours)
Cornelia Vilas Hall only <i>Hold approximately 100 people.</i>	\$150	\$275
Cornelia Vilas Hall and Kitchen <i>The kitchen can only be rented along with the Guild Hall and use of its equipment must be approved by the Parish Admin.</i>	\$200	\$375
Nave <i>Holds approximately 350 people. Includes use of sound system.</i>	\$350	\$500
Chapel	\$100	\$150

<i>Seats approximately 20 people.</i>		
Classrooms, Library, Conference Rooms, Reception Lobby	\$35 per room	\$50 per room
Nursery	\$35	\$50
Choir Room	\$100	\$150

Additional Fees May Include:

- \$40 set up fee:
 - 1 person helping to set event up 2 hours prior to event
 - Clean up grounds, makes sure all tables and chairs are set up according to event diagram
 - Removing unwanted items from the Cornelia Vilas Hall before event
 - Makes sure all delivered items are in the Cornelia Vilas Hall
 - Helps set up any equipment, rented items
- Custodial and Security Services--\$25/hour, includes:
 - 1 person helping to set event up, available 2 hours before event
 - Clean up grounds, makes sure all tables and chairs are set up according to event diagram
 - Removing unwanted items from the Cornelia Vilas Hall before event
 - Makes sure all delivered items are in the Cornelia Vilas Hall
 - Guarding doors during event
 - Emptying trash/recycling after event
 - Sweeping and mopping floors after event
 - Replacing and filling bathroom items
 - Securing and lock up of building
- Kitchen Coordinator = \$25/hour of time, includes:
 - Set up and preparation of food, plan on 2 hours of prep-time (depending on size of group)
 - Purchase food for event
 - Adhering to all safety standards
 - Clean up and washing of dishes
 - Returning kitchen to original sanitized state
- A \$100.00 refundable damage deposit is required when submitting the Rental Request Form.
- A \$100 charge per hour will be added for events extending past midnight on the day of the event.



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BUILDING RENTAL CONTRACT

Date, 2017

Dear _____,

Thank you for your recent inquiry to rent the Grace Church **ROOM** for _____.

The fee structure rate would be \$_____ for the **ROOM**, plus \$_____ for ____ hours of sexton time.

To confirm and book your event, please sign and return this rental agreement via email or postal mail. Please note: your rental fee of \$_____ is due at least one week in advance of building use. You can mail a check to the church address, attention: Finance.

Please see the more detailed "Building Use Guidelines" document for terms regarding building security, tobacco and alcohol use, cancellation priorities due to funerals or other unanticipated church needs, etc.

Your administration/rental contact for booking events at Grace Church is: Christina Burzinski, Parish Administrator, togracechurch@gmail.com, (608) 255-5147 x 24.

Your Grace contact during the event is **name, phone #**.

Sincerely,

Christina Burzinski, Parish Administrator
Grace Episcopal Church
116 W. Washington Ave.
Madison, WI 53703

Signature Approval of Renter

The above charges and additional terms outlined in the "Building Use Guidelines and Fees" are hereby accepted:

Signature: _____

Date: _____

Printed Name: _____