The buildings, land and equipment that belong to Christ Episcopal Church represent a considerable investment by the members of our congregation. The policy of our church is to make our facilities available for worthy community activities, and it is the desire of the parish that our property be utilized in a manner consistent with the mission of the church.

Policy for the use of Christ Episcopal Church property

8/24/11

Use of the Facilities: The facilities of Christ Church are available on a limited basis to organizations of an educational or character-building nature. Approval for the use of the facilities is granted by the Church Use Manager following guidelines set forth by the Bishop’s Committee and in compliance with the agreements below.

Fee Schedule: We ask that fees be paid in advance, at which time the event will be recorded on our event calendar, and that checks made out to Christ Church. If you would like to request that the Bishop’s Committee consider reducing the fees below, due to financial constraints of your organization, you may do so through the Church Use Manager.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christ Church Nave</td>
<td>$300.00 (per event, up to 4 hours use)</td>
</tr>
<tr>
<td>Rehearsal Fee</td>
<td>$100.00 (for rehearsal for above event held on a Separate day)</td>
</tr>
<tr>
<td>Marshall or Education Rooms</td>
<td>$50.00 (up to 2 hours use)</td>
</tr>
<tr>
<td>Non-Profit Support Groups</td>
<td>$50.00 (monthly, for ongoing group)</td>
</tr>
</tbody>
</table>

Piano tuning is the responsibility of the renting organization.

Availability: Use of the church facilities is subject to the congregation’s needs. Parish sponsored programs do take precedence over outside use of the facilities. Please note: should an unexpected event of pastoral importance arise (such as a funeral with reception) that requires the use of the space you have rented; the group’s contact person will be notified immediately.

Regulations:
1. The fees for use are not meant to cover clean up or trash removal. Groups will not leave the responsibility of sweeping or trash disposal with the church. Should the church have to remove trash/clean the space used, there will be a cleaning fee assessed.
2. Tables and chairs will be returned to their proper place – neatly.
3. Smoking is not permitted inside the building under any circumstances. You may only smoke outside the building at designated smoking areas (at least 10 feet away from any entrance, parked vehicles or walkway).
4. If you are using the Sanctuary, the space behind the Alter rail is available only with prior written permission. Also, furniture and other decoration shall not be moved without prior written permission.
5. Christ Episcopal Church has a NO ALCOHOL POLICY. Outside of Communion Wine during our worship services, alcohol is not permitted in the church building or on the church grounds.

Liability and Damage: Groups who use our facilities are responsible for any damages to the church property during the contracted time period. Groups using our property must have liability insurance to protect their guests and the church, as Christ Church is not responsible for damages or loss to anyone using these facilities. Proof of such insurance is required before use of the church. All groups will sign an agreement to release Christ Church from any liabilities, damages, lawsuits, and attorney fees regarding the use of this property.
Release of Liability

At the request of the undersigned individual/organization, Christ Church of Portsmouth, NH, has authorized the use of its __________________ for the use by the undersigned on the following date(s) ______________.

By authorizing the use of its facilities to the undersigned, Christ Church does not assume any responsibility or liability for the activities being conducted by the undersigned organization. It is understood and agreed that the undersigned will maintain order among its membership and guests, and will not commit damage or waste upon Church property beyond normal wear and tear.

The undersigned organization agrees that Christ Church is hereby released from liability and/or responsibility for any injuries, harm, lawsuits, attorney fees, or damages related to or arising out of the undersigned organization’s activities on Christ Church property.

As a representative for the _____________________ organization, I hereby agree to the terms of this release form.

Print Name: ___________________________ Position/Title: ___________________________

Signature: _____________________________

Please return this form immediately with the proper signature to the above address. Thank you.
Date Contract Mailed: ____________ Church Contact: _________________

Date and Purpose of Use: __________________________________________
Start Time (incl. set up): ______________
End Time (incl. clean-up): ______________

Fee Schedule:
Christ Church Nave: $300.00 __________
Rehearsal Fee $100.00 __________
(for rehearsal for above event held on a separate day)
Marshall Room: $50.00 __________
Education Room: $50.00 __________
Non-Profit: $50.00 __________
Total __________

Name & Group Contact person: (please print): ______________________
Telephone: (home) _________________ (work): _________________
Address: _____________________________________________________

We have read Christ Church’s building use policy (ATTACHED). We accept its terms and conditions and agree that we will comply with them.

Signature: ________________________ Title/Position in group: _________________
Date Signed: ____________________