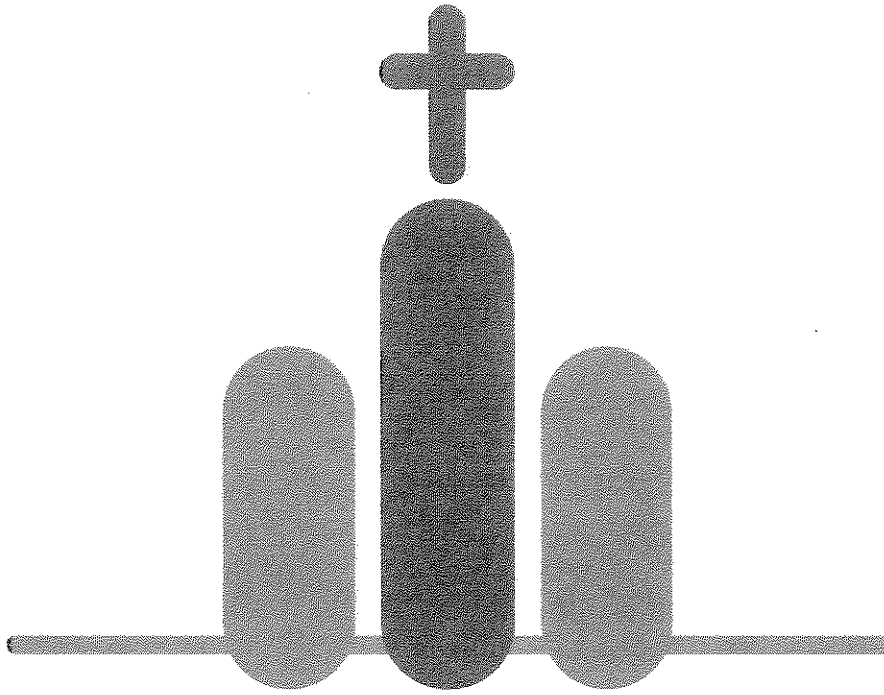


St. Martin's Episcopal Church

A Beacon of Christ's Love, Spirit Fed, Serving Others



PRIVATE PARTY / BUSINESS FORM

CAMPUS USE AGREEMENT

**St. Martin's Episcopal Church
1764 Clayton Rd. Ellisville MO 63011
636.227.1484**

CHILD AND YOUTH SAFETY POLICY

**St. Martin's Episcopal Church
1764 Clayton Rd. Ellisville MO 63011
636.227.1484**

St. Martin's Episcopal Church is a spiritual community that takes seriously its' responsibility to provide a safe and nurturing environment for children and youth who participate in our ministries and activities in our facility. This policy statement covers the obligations of church employees, volunteers and persons or groups using our facility

- For every 10 minors a minimum of one adult 21 years of age or older must be present at all times during the event or activity.
- Youth volunteers under age 21 may be used for activities and events. Youth volunteers will be utilized as "helpers", and not in a supervisory role.
- Staff, volunteers or anyone using the facility will avoid being alone with a child or youth unless in a public place and other persons are in and out of the area where the person is working with the child or youth.
- Children may not be left unsupervised in the building at any time.
- A permission form must be completed by parent or guardian for activities sponsored by St. Martin's Episcopal Church. (See Attached).

Nursery Availability

The church nursery is available to members and guests for church services and activities.

The nursery may be made available upon request for meetings and special activities and events. A fee may be associated with the use of the Nursery and may be negotiated with sponsor of the event.

ALCOHOL USE POLICY
St. Martin's Episcopal Church
1764 Clayton Rd. Ellisville MO 63011
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- I. The purpose for establishing an Alcohol Policy for St. Martin's Episcopal Church of Ellisville is to provide consistent and uniform expectations for the serving of alcohol at the church. It is the intent that this policy will be distributed to all groups hosting events at St. Martin's Church that include alcohol. Further, the current insurance coverage requires an "event rider" under certain circumstances. Based on the foregoing purposes, the following is the alcohol policy as approved by the vestry on October 27 2008:
- A. Any and all necessary and reasonable precautions shall be taken to supervise the serving of alcohol to ensure that no individual is over served and that no individual under the legal drinking age is served.
 - B. No alcohol may be served at any youth-sponsored event.
 - C. Alcohol may be served in the dining room, provided it is removed from the original container and served in carafes, glasses or cups. The servings will be under the supervision of the group hosting the event and appropriate arrangements will be made in consultation with the Parish Administrator to properly supervise the serving of alcohol.
 - D. No alcohol will be served without an attractive alternative beverage and no alcohol will be served without a meal. Further, no alcohol will be sold separately; however, the cost of any alcohol will be included in the price of the event, including the meal.
 - E. No group hosting an event will include alcohol without first consulting with and receiving the consent of the Rector or the Parish Administrator.
 - F. Only beer and wine may be served on the church premises.
 - G. Any group hosting an event on the church premises and serving alcohol that is an "outside group" or is a group "advertising to the public" is required to obtain an "event rider" or certificate of insurance naming the church as loss payee and showing limits of "liquor liability" equal to the church's general liability.
 - H. For purposes of the alcohol policy an "outside group" shall be defined as any group holding a non-church sponsored event even if the leaders of the event are members of St. Martin's. "Advertising to the public" shall be defined as publicity through radio, newspaper, television or signage to induce the public to attend the scheduled event; however, this will not include notices published in the church newsletter or on the church website.

CAMPUS USE AGREEMENT
St. Martin's Episcopal Church
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General Usage Guidelines

- Reservation Request and Campus Use Agreement forms must be completed and returned to the Church Office and approved before your event can be entered on the calendar. **Approval process may take up to 6 weeks.**
- Reservation forms must be signed by a responsible adult, 21 years of age or older.
- The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
- Reservations for activities involving minors will follow "Child and Youth Safety Policy"
- Reservations for activities serving alcohol will follow "Alcohol Use Policy"
- Hold Harmless Waiver (below) must be signed by sponsor of the event.

Proof of Liability Insurance

- **Insurance is required for all Campus use.** Non-members must provide a certificate of liability insurance prior to event approval. The Certificate of Liability must name St. Martin's Episcopal Church as an additional insured with Liability Coverage of \$1 million per occurrence/\$5 million aggregate. This is to provide coverage for group attendees and workers against accident or injury to themselves and/or damage to St. Martin's property arising from actions of workers or attendees.
- Many organizations are covered for liability under their parent organization and can obtain a copy of the insurance certificate from the parent organization.
- Individuals or local groups not covered by a parent organization must purchase a policy providing coverage for the duration of the event.
- Individuals or groups serving alcohol must obtain an "event rider" or certificate of insurance naming the church as loss payee and showing limits of "liquor liability" equal to the church's general liability.
- St. Martin's Staff will be responsible for ensuring proper opening and closing the facility, assisting with adjustment of heating and lighting systems and accommodation of renter's needs for authorized equipment, contact for emergency needs.
- St. Martin's reserves the right to ensure that appropriate custodial services are part of the event reservation. Charges for custodial services will be based on the complexity of the event.

Approval and Fees

- Complete Facility Use Agreement and Reservation Request six weeks prior to the event.
- The Parish Administrator will move the request through the approval process and then communicate with the event sponsor. The event will be considered to have "Contingent Approval" until subsequent fees and proof of insurance are received.
- Any organization or person whose application is accepted must submit all applicable fees **within one week after approval of the application.**
- The event will be placed on the Church Calendar once the fees and insurance verification are received.
- Cancellation by the applicant more than 14 days prior to the event will result in a refund of 50% of the deposit.

- Cancellation by the applicant within 14 days prior to the event will result in the loss of the deposit.
- Cancellation by the St. Martin's Church will result in full refund of the deposit.
- For requests involving recurring facility use (i.e. weekly, monthly, quarterly, etc.) approvals are for a maximum of 12 months. For a request for a recurring annual usage, the 12 month period begins on the first date of the first event.

Decorations

- Cellophane tape, adhesives, nails, screws, staples, tacks or any other devices which may mar or leave a residue are prohibited.
- All decorations must be removed after the event.

I agree to abide by the guidelines listed above.

(Signature) (Print Name)

(Date) (Title of Signer)

Hold Harmless Waiver	
_____ shall indemnify, defend and hold	
(Name of Group or Group Sponsor)	
harmless St. Martin's Episcopal Church and the Episcopal Diocese of Missouri and their respective officers, directors, employees, agents and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against St. Martin's Episcopal church and the Episcopal Diocese of Missouri and tier respective officers, directors, employees, agents from any cost and expense (including reasonable attorney's fees and costs) arising out of the use of the premises or property of St. Martin's Episcopal Church by the under signed.	
_____ (Signature) (Print Name)	
_____ (Date) (Title of Signer)	

Office Use Only

Insurance Certificate #:	Total Fee:	Approval:
<input type="checkbox"/> Calendar Clearance	<input type="checkbox"/> Deposit Received	NA <input type="checkbox"/> Admin./Staff
<input type="checkbox"/> Sexton Scheduled <input type="checkbox"/> NA	Expiration Date:	NA <input type="checkbox"/> Facility Committee NA <input type="checkbox"/> Vestry
Balance of Fee Received	Key Deposit	Alcohol Liability Waiver Received
Cleaning/Damage Deposit	Cleaning/Damage Deposit Returned	

Park Hall

Round or Rectangle
tables are available.
Maximum occupancy
is 200

Coffee Pots, etc are
available and should be
noted in diagram

Doorway

X- Electrical Outlet

KITCHEN

Exit

Exit

Soda
Mach

Contact Name: _____

Contact Phone: _____

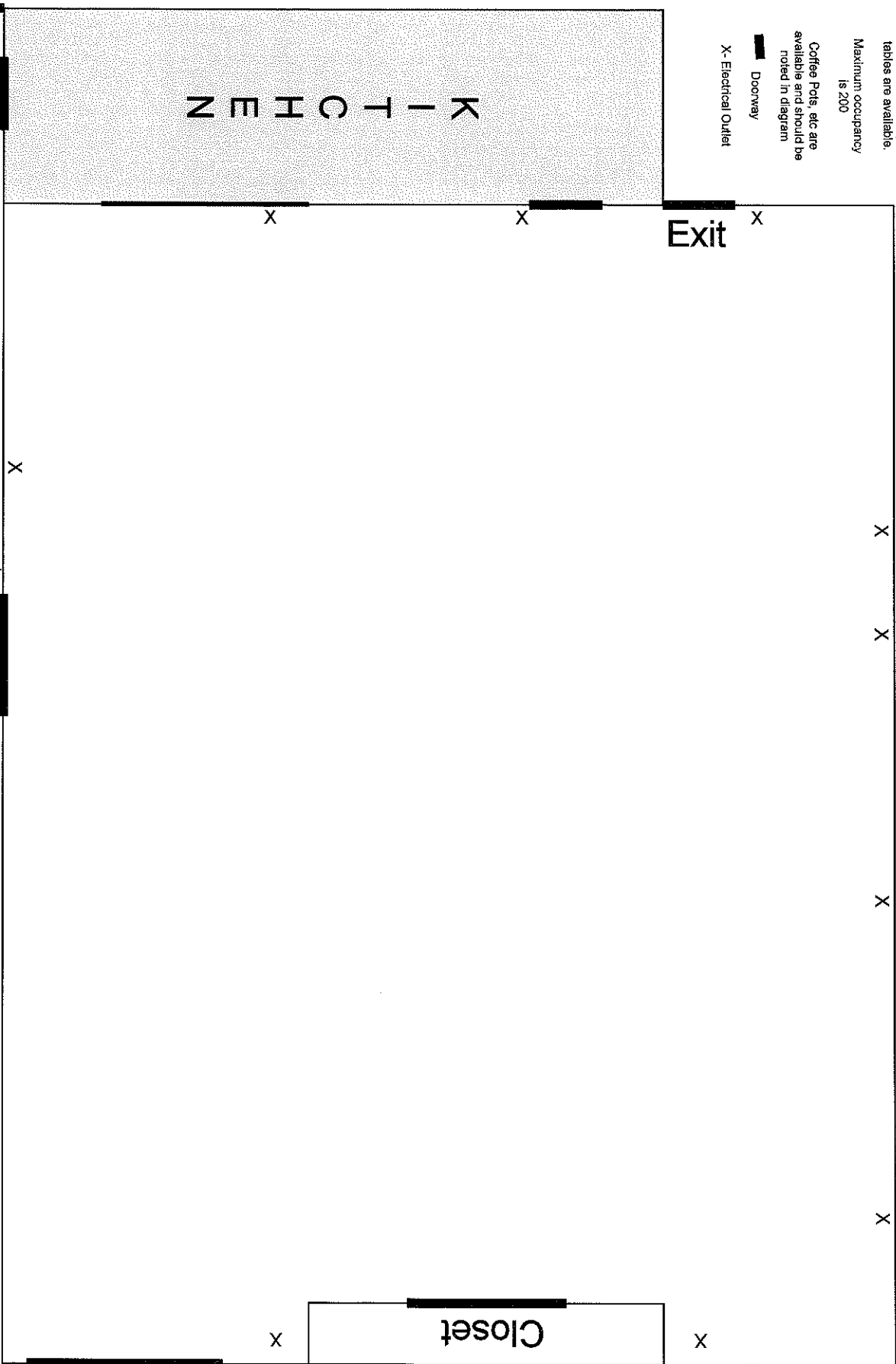
Hallway

Event Name _____

Event Date _____

Clotet

Narthex



Reservation Request
St. Martin's Episcopal Church
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Date Pattern	Contact Information																			
<input type="checkbox"/> One Time Only Date: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Day</td> <td style="width: 50%; border: none;">Week</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sun</td> <td style="border: none;"><input type="checkbox"/> 1st</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Mon</td> <td style="border: none;"><input type="checkbox"/> 2nd</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Tue</td> <td style="border: none;"><input type="checkbox"/> 3rd</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Wed</td> <td style="border: none;"><input type="checkbox"/> 4th</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Thu</td> <td style="border: none;"><input type="checkbox"/> 5th</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Fri</td> <td style="border: none;"><input type="checkbox"/> Every Other</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sat</td> <td style="border: none;"><input type="checkbox"/> Ongoing</td> </tr> </table>	Day	Week	<input type="checkbox"/> Sun	<input type="checkbox"/> 1st	<input type="checkbox"/> Mon	<input type="checkbox"/> 2nd	<input type="checkbox"/> Tue	<input type="checkbox"/> 3rd	<input type="checkbox"/> Wed	<input type="checkbox"/> 4th	<input type="checkbox"/> Thu	<input type="checkbox"/> 5th	<input type="checkbox"/> Fri	<input type="checkbox"/> Every Other	<input type="checkbox"/> Sat	<input type="checkbox"/> Ongoing	Group Contact Person Name/Address/Phone Group Name: Activity:			
	Day	Week																		
<input type="checkbox"/> Sun	<input type="checkbox"/> 1st																			
<input type="checkbox"/> Mon	<input type="checkbox"/> 2nd																			
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<input type="checkbox"/> Thu	<input type="checkbox"/> 5th																			
<input type="checkbox"/> Fri	<input type="checkbox"/> Every Other																			
<input type="checkbox"/> Sat	<input type="checkbox"/> Ongoing																			
	Event Contact Person Name/Address/Phone <input type="checkbox"/> Same as above Start Time: End Time:	Describe Event:																		
<input type="checkbox"/> Public Event <input type="checkbox"/> Private Event	Expected Attendance:																			
Space Requested (4 Hour Rate)	Equipment Requested	Equipment Requested																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%; border: none;"><input type="checkbox"/> Park Hall (\$250) (includes kitchen)</td> <td style="width: 20%; border: none;">>4 hrs</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Kitchen (\$100)</td> <td style="border: none;">\$50/hr</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Upper Laird (\$75)</td> <td style="border: none;">\$20/hr</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Library (\$75)</td> <td style="border: none;">\$15/hr</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Narthex (\$75)</td> <td style="border: none;">\$15/hr</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Sanctuary (\$250)</td> <td style="border: none;">\$15/hr</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Classroom (\$25)</td> <td style="border: none;">\$50/hr</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Other Costs</td> <td style="border: none;">\$5/hr</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">\$</td> </tr> </table>	<input type="checkbox"/> Park Hall (\$250) (includes kitchen)	>4 hrs	<input type="checkbox"/> Kitchen (\$100)	\$50/hr	<input type="checkbox"/> Upper Laird (\$75)	\$20/hr	<input type="checkbox"/> Library (\$75)	\$15/hr	<input type="checkbox"/> Narthex (\$75)	\$15/hr	<input type="checkbox"/> Sanctuary (\$250)	\$15/hr	<input type="checkbox"/> Classroom (\$25)	\$50/hr	<input type="checkbox"/> Other Costs	\$5/hr		\$	<input type="checkbox"/> Podium <input type="checkbox"/> Screen <input type="checkbox"/> TV/VCR <input type="checkbox"/> Microphone	<input type="checkbox"/> Tables (Round) # _____ <input type="checkbox"/> Tables (Rectangle) # _____ <input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Tablecloths (\$6/ea) # _____ <input type="checkbox"/> Toppers (\$6/ea) # _____ <input type="checkbox"/> Napkins (\$.50/ea) # _____ <input type="checkbox"/> Place Settings (\$2.50/ea) # _____
<input type="checkbox"/> Park Hall (\$250) (includes kitchen)	>4 hrs																			
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<input type="checkbox"/> Other Costs	\$5/hr																			
	\$																			
Total Room Cost:		Total Equipment Cost:																		
Minimum Sexton Charge \$20 <input type="checkbox"/> Sexton \$20/hr X _____ hrs	<input type="checkbox"/> Meals to be served <input type="checkbox"/> Food to be catered Name of Caterer: _____ <input type="checkbox"/> Food cooked on site <input type="checkbox"/> Cert of Insurance filed. <input type="checkbox"/> Alcohol to be served.	<input type="checkbox"/> Are you wishing to sell anything while here? If yes, to whom will proceeds go? <input type="checkbox"/> Will minors be participating																		