

RULES AND REGULATIONS REGARDING USE OF
DURHAM PARISH HALL

Durham Parish Hall was built in 1958 with the help of many of the people in this community. The vestry and people of this parish welcome its use in service to the community.

I. WHO MAY USE THE HALL (in descending order)

- A. Church functions and funerals
- B. Church-sponsored groups
- C. Members of Church
- D. Non-profit civic groups
- E. Other groups and individuals

II. TO APPLY FOR USE OF THE HALL Contact the President of the ladies Mite Society or a designated representative.

III. AUTHORIZATION

- A. Use of the hall for Church functions is authorized by Senior or Junior Warden.
- B. Use of the hall for a one-time event or on an occasional basis for other than church functions must be authorized by Senior or Junior Warden. The date must be posted on the church calendar.
- C. Use of the hall on a regular basis must be authorized by Senior Warden and the Vestry.
- D. A schedule of the authorized use of the hall shall be maintained in the Parish Hall by the Ladies Mite Society.
- E. Use of the hall is calculated by the day.

IV. GENERAL INFORMATION

- A. Capacity of the hall is 150 people. Users may not exceed that limit.
- B. Use of the kitchen must be approved by the President of the Ladies Mite Society. For details concerning use of the kitchen, contact (name, address, phone)
- C. No tables, chairs, or other equipment may be removed from the hall.
- D. Use of the hall does not include use of classrooms for anything other than church functions.
- E. Users must abide by Maryland state laws for dispensing or using alcoholic beverages, which are beer and wine only, as well as refraining from smoking inside the building.
- F. The hall may not be used for gambling events.
- G. The vestry will be responsible for having the building clean and in good order prior to Scheduled use and that all utilities are in proper working order.
- H. No alterations may be made to the building's wiring or equipment.

V. USER'S RESPONSIBILITIES

- A. An adult must be named to be in charge of any group or activity. That adult must be the one who accepts the entire responsibility for supervision of all people associated with the group or activity in the building or on the grounds.
- B. Any damage to the building, furnishings, or equipment must be reported by the person in charge to the person who authorized the use of the hall.
- C. The adult in charge must be the last to leave the building and must see to the following: furniture is left in the places where it was before being used by the group, all trash from the event is hauled away, and all lights, fans, and stoves are turned off.

VI. THE COST

- A. No charge for church-sponsored groups.
- B. Contributing members of the church may use the hall for a donation of \$100 per day to be received prior to the use of the hall along with a \$50 deposit, which will be returned if the building is left in good order as explained above (V, User's Responsibilities)
- C. Non-profit civic groups have the same fee schedule as members of the church. (VI. B. above)
- D. Other groups and individuals may use the hall for a donation of \$300 per day paid prior to the use of the building plus a \$100 deposit, which will be returned if building is left in good order and arranged as it was found. (V. User's Responsibilities)
- E. Contributing members of Old Durham who want the ladies Mite to coordinate a meal are expected to make a donation payable to Ladies Mite Society prior to the use of the hall. [<50 people \$100, 51-100 \$150, 101-maximum 150 \$200] The donation is needed to cover the replacement of paper goods, coffee, tea and other supplies used. If additional food is needed beyond the donated food, the user will be responsible for its cost.**

Contributing members may choose to supply everything (food and items listed above), in such case, no donation is necessary. Contact the ladies Mite Society President about availability of the organization's members.

Christ Church Durham Parish, 8700 Ironsides Rd. Nanjemoy MD 20662
(301) 743-7099

HALL USAGE AGREEMENT

Name _____

Address _____

Contact Person (person in charge) _____

Telephone (work) _____ (cell) _____

Additional Contact Person _____

Telephone (work) _____ (cell) _____

Date(s) of use _____ Time: Start: _____ End _____
(Time includes set up and clean-up)

Donation _____ / _____

Acknowledgment signature is required

I do hereby release and hold harmless, the Vestry of Durham Church, from any and all liabilities arising from any injuries that might occur during activities on church property.

Signature of User **Date**

Hall Usage Policy

1. Alcoholic beverages, only beer and wine, will be allowed on property, according to Maryland state laws.
2. All trash must be removed from the property.
3. Use of the kitchen must be approved by the Ladies Mite Society.

Signatures/Date:
Ladies Mite approval _____

User _____

Senior/Junior Warden _____

Vestry Members (Authorization C for regular basis usage only)

