

## 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.

1. WHO MAY USE THE HALL (in descending order)
  - A. Church functions and funerals
  - B. Church-sponsored groups
  - C. Active members of the church
  - D. Non-profit civic groups
  - E. Other groups and individuals
  
2. TO APPLY FOR USE OF THE HALL Contact the parish office, clergy, or Senior or Junior Warden. A schedule of the authorized use of the hall shall be maintained on the parish website.
  
3. AUTHORIZATION
  - A. Use of the hall for church functions is authorized by the Rector/Priest in Charge or 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 the Rector/Priest in Charge or Senior or Junior Warden. The date must be posted on the online church calendar.
  - C. Use of the hall on a regular basis must be authorized by the Rector/Priest in Charge or vestry.
  
4. 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 or the clergy.
  - C. No tables, chairs, or other equipment may be removed from the property.
  - D. Use of the hall does not include use of classrooms for anything other than church functions.
  - E. Users must abide by both Maryland state laws and parish policy for dispensing or consuming alcoholic beverages.
    - i. Only beer and wine are permitted.
    - ii. When alcohol is served, the event organizer will appoint an adult to oversee its serving. That adult should not drink alcoholic beverages during the time of his or her execution of his or her responsibilities.
    - iii. When alcohol is served, appealing non-alcoholic alternatives will be offered with equal prominence and accessibility.
    - iv. Groups or organizations sponsoring activities or events where alcoholic beverages are served will assume responsibility for those persons who

might become intoxicated and will provide alternative transportation for anyone whose capacity to drive may be impaired.

- v. Alcoholic beverages shall not be served when the business of the Church is being conducted.

F. No smoking inside the building.

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.

## 5. 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.

## 6. THE COST

A. Charges for use of the hall are calculated by the day.

B. No charge for church-sponsored groups.

C. Active members of the parish 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.

D. Non-profit civic groups have the same fee schedule as members of the church.

E. 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.

## 7. ARRANGEMENTS FOR MEALS

A. Parish members who want the Ladies Mite Society to coordinate a meal are expected to make a donation to cover the replacement of paper goods, coffee, tea, and other supplies used. This donation is payable to Ladies Mite Society prior to the use of the hall. If additional food is needed beyond the donated food, the user will be responsible for its cost.

B. Parish 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.

## HALL USAGE AGREEMENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person (person in charge) \_\_\_\_\_

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

Telephone \_\_\_\_\_

Additional Contact Person \_\_\_\_\_

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

Telephone \_\_\_\_\_

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

Donation \_\_\_\_\_ / \_\_\_\_\_

Acknowledgment signature is required:

On behalf of *[Name of group]* \_\_\_\_\_, 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.

I further agree to release, indemnify, and hold harmless the Church, its officers, members, employees, and volunteers against any claims arising out of infection with the coronavirus, irrespective of negligence or gross negligence on the part of such indemnified persons. *[Name of group]* \_\_\_\_\_ understands that the coronavirus is highly contagious, and that infections may occur despite precautions. User accepts fully the sole responsibility for any liability or claims made by any persons associated with it in such case.

\_\_\_\_\_  
**Signature of User**

\_\_\_\_\_  
**Date**

Authorized on behalf of church by:

\_\_\_\_\_ Date: \_\_\_\_\_