

Saint Jude the Apostle Episcopal Church

20920 McClellan Road, Cupertino, CA 95014 Phone: (408) 252-4166

Today's Date: _____

FACILITY USE AGREEMENT

Name: _____

Name of Organization/Event: _____

Address: _____

City, State, Zip: _____

(email) _____ cell phone: _____

Church member
Non-member

Function:
Wedding (<50) _____
(>50) _____
Baptism _____
Reception _____
Private Party _____
Other _____

Facility Needed:
Parish Hall _____
Kitchen _____
Fireside Room _____
Sanctuary _____
Other _____

We do not do set-up.
Curfew is 10:00 pm for all activities.
(Cleaning may take place after that time.)

Security/Cleaning Deposit of \$200 is required to secure date

I have read the LEGAL RESPONSIBILITY AGREEMENT on the reverse side of this application, understand its meaning and voluntarily sign it.
It is the responsibility of the renter to make necessary janitorial arrangements. Janitorial is available for an additional fee and may, because of the size of the event, be required by St. Jude's.

Signature of Applicant: _____ Date: _____

Follow up Appt. _____

Day of Week: _____ Date of Event _____

Actual time of Event _____

Type of Event _____

Rental Start time _____ End time _____

Includes set up & clean up

Attendance: Total _____

Alcoholic Beverages:

Beer, wine or champagne *
Yes _____ No _____ (Kegs allowed on patio only)
** Event must abide by diocesan alcohol policy*

Music:

_____ None _____
NO COMMERCIAL MUSIC SYSTEMS, or AMPLIFIERS MAY BE USED. initial

Caterer: _____

Phone: _____ name _____

Parking is limited to St. Jude's parking lot. Off site parking can be found on the neighboring streets. Cars in the parking lot of our neighboring church could be towed. initial

EVENT RENTAL

Room Rent _____ hours @ \$ _____ per hour

\$ _____

Janitorial, large events \$100, other \$60 (does not include kitchen) initial

\$ _____

\$ _____ Flowers (paid separately)

\$ _____ Sound (paid separately)

Other _____

\$ _____

TOTAL DUE: \$ _____

Equipment needed:

Key given _____ # _____
returned _____

fee paid _____ date _____

security deposit _____ date: _____
sec. returned _____

WEDDING RENTAL

Room Rent _____ hours @ \$ _____ per hour

\$ _____

Janitorial, large events \$100, other \$60 (does not include kitchen) initial

\$ _____

Organist, \$275, (paid separately to Laura Green)

Wedding Coordinator, \$150 (paid separately to Becky Davis)

Priest Honorarium \$300 suggested—paid separately to rector's discretionary fund includes pre-marital counseling sessions

Flowers _____ paid separately

Linens (dry cleaning) _____ @ \$10.00 per _____

Other _____

\$ _____

TOTAL DUE: \$ _____

Equipment needed:

FUNERAL RENTAL

Room Rent _____ hours @ \$ _____ per hour

\$ _____

Janitorial, large events \$100, other \$60 (does not include kitchen) initial

\$ _____

Organist, \$175 (paid separately to Laura Green)

Priest Honorarium \$75 suggested—paid separately to rector's discretionary fund

Suggested Donation for memorial reception \$100 paid separately to reception fund.

Flowers for funeral \$100.00

Linens (dry cleaning) _____ @ \$10.00 per _____

Other _____

\$ _____

TOTAL DUE: \$ _____

Equipment needed:

Housekeeping Hints for Room Use at St. Jude's Episcopal Church

- The designated contact person is to work with St. Jude's Parish Office in coordinating space needs with many users and to arrange for access to cleaning equipment and paper goods.
- All users should attempt to leave space better than it was found.
- We will assist users in planning and setting up events. Identify special needs to Property Office such as chair and table setups, lighting and electrical access, kitchen services, audio-visual needs, etc.
- All garbage throughout facilities used is to be taken out to the large dumpster inside the wooden enclosure. This is located in the parking lot where there are marked containers for recycling: in the enclosure: cans, bottles, mixed paper and compostable.
- Counter tops must be wiped clean to minimize attraction to pests. Paper goods and garbage liners will be provided.
- Bathrooms must be left neat and tidy. Please remove garbage.
- Please tidy up at the end of the event by vacuuming the floors. Any spills must be mopped and the property office notified of the spill so that follow-up treatment can be provided, call (408) 252-4166 and leave a message.
- Designated contact person is to make sure that all furniture is returned to the standard set-up. East end of Parish Hall should have 5 rows of 5 on each side with a center aisle—totaling 50 chairs—between the first and second columns; 8 chairs per round table in the alcoves; and 2 long tables returned to the west end near the kitchen) and all kitchen appliances, all electrical equipment and all lights are turned off, all doors are locked and checked to be certain doors are completely closed and secured upon exit.
- In case something spills, it helps to serve beverages that are light in color: ex. lemonade (not dark punch), 7-Up or ginger ale (not cola), apple juice or white grape juice (not orange, cranberry, purple grape juice, etc.)

18-round table, 60" each, seat 7 comfortably, allow 90" for table & chairs when doing floor plan.

18-large rectangular tables 6' each,

2-small rectangular tables 4' each

230 chairs, (100 new-aqua)

Capacity: Parish Hall, seated 200, dining 150

Sanctuary: 250

Rehearsal time _____
Copy to Jean Chandler _____ date ____
Copy to Becky Davis _____ date ____
Copy to Susan Davenport _____ date ____
Copy to Susan Lanser _____ date ____

**St. Jude the Apostle Episcopal Church, Cupertino, CA
Facilities Event Sponsor Legal Responsibility Agreement**

As additional consideration for St. Jude the Apostle Episcopal Church's acceptance of our application for permission to use the facilities ("facilities" includes all the buildings and grounds of St. Jude's used by the persons and/or organization listed below) on:

DATE: Month: _____ Day: _____ Year: _____,

TIME: from ____:____ AM/PM to ____:____ AM/PM

(hereinafter called "our event"), the undersigned event sponsors, on behalf of ourselves, individually, and on behalf of our organization, _____, which organization we are legally authorized to obligate (hereinafter such individual(s) and organization are jointly called "we"), we hereby agree as follows:

We hereby agree to be FULLY RESPONSIBLE FOR all wrongful death, bodily injury, personal injury, and property damage that may occur to any person or entity that may arise out of our event or that may in any way be connected with our event, whether or not such death, injury, or damage is caused by us, by our agents, by our employees, by our independent contractors, or by any person that we invite to our event, or by any person that we allow to attend our event. We understand that our responsibility shall NOT be limited to the amount of our security deposit.

To the maximum extent permitted by California law, we hereby RELEASE and DISCHARGE St. Jude the Apostle Episcopal Church, a California nonprofit corporation, and all of its clergy, its wardens, its vestry members, its delegates, its alternates, its committee chairs, its parish members, its agents, and its employees, and their respective insurers, from and against any and all liability for any wrongful death, bodily injury, personal injury, and property damage that may have arisen out of or in any way been connected with our event.

We hereby agree to INDEMNIFY, DEFEND, and HOLD HARMLESS St. Jude the Apostle Episcopal Church, a California nonprofit corporation, and all of its clergy, its wardens, its vestry members, its delegates, its alternates, its committee chairs, its parish members, its agents, and its employees, and their respective insurers, from and against any and all loss, cost, liability, and expense (including reasonable attorney's fees) for any wrongful death, bodily injury, personal injury, and property damage that may arise out of or in any way be connected with our event.

EVENT SPONSOR Individual or Representative of Organization:

PRINTED NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

St. Jude the Apostle Representative:

PRINTED NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

St. Jude the Apostle Episcopal Church Facilities Use Rules & Regulations Agreement

PRINT Name: _____ Event Date: _____

PRINT Address: _____ City: _____ Zip: _____

Home telephone: (____) _____ Work telephone: (____) _____

Please read and initial each of the following terms and conditions: (In the rules and regulations below, “permittee” means “client, event sponsor, renter of the facilities”)

- ___ 1. All rental fees shall be paid in advance. Twenty-five percent (25%) of the rental cost is due two (2) weeks after the reservation is approved. The remaining fees will be due no later than one (1) month prior to use of the reservation. Failure to pay fees on schedule may result in cancellation. Cancellation of the reservation may be no later than one month prior to the reservation for a refund. The refund will be discounted by 25% of the total rental.
- ___ 2. **ABSOLUTELY NO SMOKING IN ANY BUILDINGS. DO NOT OBSTRUCT DOORWAYS.**
- ___ 3. Staff will be present or available by cell phone during the event to answer questions or to assist in case of need. Staff may terminate the function/event if necessary.
- ___ 4. No hard liquor may be served. Only beer, wine, or champagne are allowed. Kegs may be served on the patio only. No alcohol may be sold. Alcohol can only be served if accompanied by food. No alcohol is to be served to anyone under the age of 21.
- ___ 5. If there is music, permittee is responsible for all audio equipment. Amplified sound must face the patio and be in a reasonable sound range. Staff may ask that the noise level be lowered. All windows on the fence side must be closed.
- ___ 6. Groups composed of minors must be adequately supervised by adults at all times while they are using the facilities.
- ___ 7. Access is allowed only to rooms being paid for, plus restrooms.
- ___ 8. You are responsible for putting up any decorations and all special preparations necessary for your activity. Decorating and delivery of equipment is done during your permitted reservation time only.
- ___ 9. You may **NOT** use the following items in the facilities: cellophane adhesive tape or any other kind of tape that will damage the facilities, nails, staples, thumb tacks, push pins, screws, etc. NOTE: If you are unsure about any of the décor you are using, we recommend that you contact us for clarification as we reserve the right to refuse any décor we deem unsuitable. Any damage or additional clean up caused by any décor or equipment used, may result in additional charges.
- ___ 10. Candles: Flames must be enclosed completely in glass and be stable. Adults must be present to supervise at all times when candles are used. No flammable decorations may be used near candles.
- ___ 11. **NO** Confetti, glitter, birdseed, rice, in/outside the buildings.
- ___ 12. At event end, permittee is responsible for removing everything pertaining to him/her (boxes, bottles, papers, decorations, food, etc.) Use the dumpster on location. Clean up must be complete within your permitted time.
- ___ 13. Building must be clean and free of any and all damage: e.g. no damage to furniture, floors, walls, carpeting, all garbage taken out, chairs and tables put back in original placement. Any cost associated with housekeeping/cleaning or repair of damaged property or overtime usage will be deducted from security/damage deposit with remainder refunded in approximately two (2) weeks.
- ___ 14. If damage occurs, it will be assessed by staff and will be paid for by permittee from the deposit. The permittee will be liable for the balance in excess of the deposit.
- ___ 15. The piano and pews **MAY NOT** be moved in the sanctuary.
- ___ 16. Make sure all cigarette butts, bottle tops are cleaned up. Do not leave them on/in the landscaping, or you risk losing your deposit.

Signature of Permittee: _____ Date: _____

