

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

Use of the Facilities: The facilities of Christ Church are available on a limited basis to organizations of an educational or character building nature that intend to use our facilities for other than fund raising purposes. Approval for the use of the facilities is granted by the Bishop's Committee in compliance with the agreements below.

Fee Schedule: We ask that fees be paid in advance, and checks made out to Christ Church.

Christ Church Sanctuary:	\$300.00
Library & religious education room	\$ 50.00 (for up to 2 hrs. of space use)
Non- Profit Groups	\$ 50.00 (for ongoing group)

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 even of pastoral responsibility of 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.
2. Tables and chairs will be returned to their proper place – neatly.
3. The wall and doorways will not be defaced with posters or any other decorations.
4. **Smoking is not permitted inside the building under any circumstances.** You may only smoke outside the building at designated smoking areas. (20 feet away from any entrance)
5. If you are using the Sanctuary, the space behind the Alter rail is not available without prior written permission.

Liability and Damage: Groups who use our facilities are responsible for any damages to the church property during the contracted time period. We suggest that groups using our property 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. All groups will sign an agreement to release Christ Church from any liabilities, damages, lawsuits, and attorney fees regarding the use of this property.

Christ Episcopal Church
1035 Lafayette Rd, Portsmouth, NH 03801

Release of Liability

At the request of the undersigned individual/organization, Christ Church of Portsmouth, NH, has authorized the use of its _____ (*name of room*) for the use by the undersigned on the following dates _____.

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.

Use Agreement
For Private Events at Christ Church

Date Contract Mailed: _____

Church Contact: _____

Date and Purpose of Use: _____

Start Time (incl. set up): _____ End Time (incl. clean-up): _____

Fee Schedule:

Christ Church Sanctuary: \$300.00 _____

Library \$ 50.00 _____

R.E. Room: \$ 50.00 _____

Non-Profit: \$ 50.00 _____

Total _____

Name & Group Contact person: (please print):

Title/Position in Group:

Telephone: (home) _____ (work): _____

Address: _____

City: _____ State: _____ Zip: _____

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

Signature: _____ Title: _____

Date Signed: _____ Accepted: _____