

Zion Episcopal Church

326 Notch Hill Road, North Branford, CT 06471
(203) 488-7395

Applications for use of the facilities should be directed to Deborah Anderson, Parish Administrator, by leaving a message at the church phone (203-488-7395). Your call will be returned during normal office hours.

When a request has been approved, a copy of the application will be mailed to the contact person named on the form. All approved reservations are posted on the Church Calendar in the connector between the Church and the parish hall [name of group, date, time and room(s)/area(s) being used].

Fees are applied to the upkeep of our facilities and to help defray expenses for utilities, custodial services, etc. Additional freewill donations are always welcomed.

Parishioner/Private Family Functions: \$75 per session of up to 5 hours' duration. Each additional hour \$15.

Others/Groups: \$150 per session of up to 5 hours' duration. Each additional hour \$30.

Others/Multiuse: Payment rate determined by the Vicar and wardens at the reception of the application for use.

Guidelines for Facilities Use

The people of Zion are happy to make available our buildings and grounds for uses consistent with the good of the larger community. It is through a small community of volunteers that we maintain and update our buildings and grounds. We ask that you treat Zion's facilities with respect and care by following all guidelines:

1. Anyone is welcome to use the Church sanctuary for private prayer. All groups using our facilities for meetings or other functions are asked to stay within the first-floor parish hall, kitchen, and restrooms located in the connector between the Church and the parish hall. The basement and playground are not open to the public.
2. All occasions are to be conducted in an orderly and sober manner.
3. Children must be supervised by adults at all times.
4. Pets and other animals are not permitted in the building, except with prior approval of the Vicar and Wardens. If such approval is given, animals must be properly leashed or caged at all times.
5. Set-up, take-down and clean-up are the responsibility of the group or individual using the facility. The rooms and grounds are to be left in the same order as they were found, with furniture and equipment returned to their proper location. Trash cans are to be emptied into the dumpster located at the rear of the parking lot. *The State of Connecticut requires that even businesses must recycle. Please use the recycling bins on the wire racks in the kitchen and deposit bottles and cans can be put in the receptacle by the refrigerator. You can also put the recycling directly in the blue cans by the dumpster.*
6. The use of alcoholic beverages is prohibited except with prior approval of the Vicar and Wardens. If the use of alcoholic beverages is approved, beer and wine (only) may be used in moderation, and non-alcoholic beverages must be made available. Food must be served and a designated person must serve the alcoholic beverages. The responsible adult(s) overseeing the serving of alcohol must not drink alcoholic beverages during the time of the execution of their responsibilities. This includes assuming responsibility for persons who become visibly intoxicated and providing alternative transportation for anyone whose capacity to drive is visibly impaired.

7. Smoking is not permitted inside the building. Receptacles for cigarette butts are located outside most doorways; we ask that cigarette butts not be scattered on the ground.
8. The use of candles, incense, or other flammables is prohibited except with prior approval of the Vicar and Wardens. If the use of such materials has been approved, they must be extinguished before leaving the facility.
9. All cars must be parked in the designated spaces in the parking lot. We have three handicap parking spaces in front of the church. No permit is required. Please don't park cars in the circular driveway in front of the facility; to do so would hinder fire truck parking in an emergency.
10. Repair or replacement of any damaged or stolen equipment or property is the responsibility of the user of the facility. Furnishings and equipment may not be borrowed, used, or rented, except within the facility as approved in the use agreement.
11. All lights must be turned off and doors must be secured and locked when leaving the facility.
12. The programmable thermostat will be set with a high temperature of 67°, it will automatically return to 62° 15 minutes before your scheduled event ends.
13. Fans or a/c units may be used in hot weather, but they must be turned off and windows closed before leaving the facility.
14. The telephone in the kitchen may be used for local calls only.
15. If kitchen appliances are used, they must be left clean and in good repair. Stove burners and ovens are to be wiped down after use. Perishable food items are to be removed; anything left at Zion will become the property of the parish and may be discarded.
16. Church utensils, cookware and food supplies are not to be used, except as noted. The individual/group using the facility is to provide needed dishes, glasses/cups, flatware, etc. Disposable dishes and flatware are preferred. *Note:* Groups using the kitchen on an on-going basis may make arrangements with the Parish Administrator for the use of parish utensils and for the storage of non-perishable food or equipment.
17. A combination to a locked box on the back porch of the facility will be mailed to the contact person one week prior to the date of the event. The key will be located in the box. Keys are to be returned on the day of the event to the file folder marked "Secretary" in the closet just outside the parish hall door in the connector between the parish hall and the Church sanctuary. In the case of ongoing use, the key is to be returned on the last day of use. If the contact person changes at any time, the Parish Secretary is to be informed immediately and new information provided.
18. All payments are to be made by check or money order payable to **Zion Episcopal Church**. Checks may be left in the file folder marked "Secretary" in the closet outside the parish hall in the connector between the parish hall and the Church, or mailed to the church.
- 19 **Parishioner/Family Functions:** Payment is to be made on or before the day of the event.
 - **Others: \$75** deposit at the time the facility is reserved. The deposit will be refunded within two weeks after the event as long as all of the Guidelines for the Facilities Use have been observed, the hall usage fee is to be paid in full at least one week prior to the day of the event
 - **Others/Multiuse:** For ongoing use, a payment schedule consistent with the schedule of use will be determined at the time the application is approved by the Vicar and Wardens.

Failure to adhere to the above guidelines may result in forfeiture of deposit and immediate termination of use of the facilities of Zion Episcopal Church.