

**Use of Parish House:**

Pastor's Initials: \_\_\_\_\_

The Parish House of Trinity Episcopal "Old Swedes" Church is available for use by parishioners, if approved by the Vicar (or Wardens in her absence). Use by outside groups (non-profit only) must be approved by the Vestry.

Usual Rental Fee: \$150 for 4 hrs.

Capacity: 90 Seated/ 70 with Tables

One large room, with chairs, tables, and a piano

Fully equipped kitchen

Nursery area

Bathroom

- \* You are responsible for set up and clean up, including floors if food is served.
- \* Lights and air conditioning used during occupancy must be turned off upon leaving.
- \* If the thermostat temperature is changed, it must be returned to its original setting.
- \* Upon leaving the facility, users will place all rubbish in proper containers and return all chairs, tables, and other furniture to original positions or storage areas. All windows must be closed and entrance and exit doors must be locked.
- \* Report any damage or injuries no later than the following day to the church office.
- \* Restitution for any damage beyond normal wear and tear will be the responsibility of the individual signing for the sponsoring group. A security deposit of \$250.00 will be required, in addition to use fees.
- \* It is expected that users will leave all areas in a clean condition. Rubbish is to be placed in provided containers. Significant refuse generated by the event shall be removed from the building/grounds and properly disposed of.
- \* No smoking is allowed on the premises (including the grounds).
- \* Only non-alcoholic beverages will be served
- \* All functions must end by 11pm
- \* Keys to the parish house are supplied by the church to the user and must NOT be duplicated. The person to whom the key is assigned is responsible for the group's actions. A key deposit of Twenty- Five Dollars (\$25.00) is ordinarily required and is refundable when the key is returned. Notify the Church Office when there is a change in the organizational contact, contact's address or phone number, and key holder.
- \* Organizations using the Trinity Episcopal "Old Swedes" Church Parish House must have a certificate of insurance form, with Trinity named as an "additional insured" in the amount of \$250.00, filed at the church office and may meet only at the dates and times previously agreed upon.
- \* Parish events will always take priority: if appropriate, organizations will be offered the use of the church as an alternative meeting place.

A donation to offset the cost of heating, power and maintenance is requested.

Applicant's Initials \_\_\_\_\_ Date \_\_\_\_\_ Trinity's Initials \_\_\_\_\_ Date \_\_\_\_\_

# Trinity Episcopal "Old Swedes" Church Parish House Reservation Form

Name of applicant or organization: \_\_\_\_\_

**Facilities requested:** (please check)

\_\_\_\_\_ Parish House Main Room

\_\_\_\_\_ Parish House Kitchen

\_\_\_\_\_ Parish House Nursery

**Event Details:**

Type of Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Number of People in attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I have read and agreed with the Trinity Episcopal "Old Swedes" Church Parish House Policy and I agree to assume responsibility for care of facilities and furnishings while in my (our) use for times and purposes set out in this request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign and return to:

Trinity Episcopal "Old Swedes" Church  
PO Box 31  
Swedesboro NJ 08085

Trinity Church Parish House  
1202 Kings Highway  
Swedesboro, New Jersey 08085

## **HOLD HARMLESS AGREEMENT**

We \_\_\_\_\_  
agree to protect, indemnify, save and keep harmless, Trinity Episcopal “Old Swedes” Church and its members, against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of any failure of the contractor in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during period commencing \_\_\_\_\_ at the premises of Trinity Episcopal Church Parish House, 1202 Kings Highway, Swedesboro, New Jersey.

By: \_\_\_\_\_

Title: \_\_\_\_\_