



# HOLY TRINITY ANGLICAN CHURCH

3819 South Columbia St. Chapel Hill, NC 27517 | 919-307-5004

## Facility Rental Agreement

### Part 1: Facility Rental Policy Overview

**Purpose:** Holy Trinity is committed to being an active member of the community in support of community events. Because of this, we want to make our facility available to the people not only of our assembly but also to the community at large. This policy has been put in place to reflect this priority while protecting our own values and beliefs.

This Policy and the fees contained herein have been designed to make our facility as accessible as possible. Our rates have been purposely set at or below market value. While we recognize these costs may still be prohibitive to some users, this policy is our best effort to balance our values of accessibility and fairness with obligations as a religious and charitable organization.

All rentals are subject to all terms and conditions hereafter as defined in this policy.

[Admin@holytrinitych.org](mailto:Admin@holytrinitych.org) will be your primary contact with any questions or concerns before, during, or after your rental. Please read this agreement in its entirety and we encourage a tour of the facility before agreeing to terms.

# Part II: Facility Rental – Contract Terms & Conditions

Persons or groups wishing to utilize Holy Trinity facilities must agree and abide by the following:

## Insurance Requirements

1. Upon signing this Rental Contract, please provide the following to [admin@holytrinitych.org](mailto:admin@holytrinitych.org) when submitting your signed rental agreement:
  - Proof of Liability Insurance
  - Signed Waiver of Subrogation with Holy Trinity Anglican Church as a co-insured party.
  - If serving Alcohol, proof of Liquor Liability Insurance (from Renter or the Caterer).

## Contract Agreement

1. It is the responsibility of the renter to supervise those attending the event and insure they are aware of the conditions of this agreement.
2. The renter acknowledges that by signing this contract the renter will be responsible and liable for any injuries, harm, sickness, and or up to and including death of any person(s) arising from the event within the Church building or on the Church grounds including third parties (guests, invitees, or caterers).
3. Holy Trinity reserves the right to rent or allow use of these premises only by individuals or groups compatible with Holy Trinity’s values and statements and for the purposes which are compatible with Holy Trinity’s objectives, goals, values and statements.
4. Deposits are due upon signing this agreement and all remaining fees are due 30 days prior to the event.
5. All provisions of this Facility Rental Policy form the basis of the rental agreement.
6. Any renter or organization applicant who falsely represents himself or herself, or his or her organization, in the rental agreement shall be denied access to the Church facilities or grounds, and this shall be sufficient cause or reason to disallow or cancel/evict any renter or guest thereof. In such a case, deposits will be forfeited.
7. Further, the renter releases Holy Trinity Anglican Church from indemnities and will defend and hold harmless Holy Trinity from any claims, actions, suits, or damages, whatsoever, by any person or entity.

## Event Requirements

1. All events on Saturdays must be finished and the building vacated by 6:30pm.
2. Use of the facility shall be in conformity to the City of Chapel Hill ordinances on fire, safety, smoking, parking, overcrowding, etc. Hallways, stairwells, foyers, and all entrances must not

be blocked at any time. Exterior doors must NOT be propped open at any time. Room capacity rules must be observed.

3. Candles are permitted only if proper care is taken to make sure no wax falls on the floor or other surfaces.
4. No tacks, staples or other fasteners are to be used on any furniture, fixtures or other surfaces in the facility. However sticky tack and/or masking tape may be discreetly used for hanging decorations on walls, but MUST be removed immediately after your event.
5. If used, the kitchen area, including all surfaces shall be cleaned and counters disinfected with materials supplied by Holy Trinity. Floors will be cleaned by custodial staff as part of the contract, if applicable.
6. No pets or animals are allowed except those aiding persons with disabilities; without prior approval from Holy Trinity.
7. All rooms and other areas of the Church not specified in the rental contract are off limits.
8. If the renter does not meet the requirements in the list above, Holy Trinity staff, at a rate of \$100.00 per hour shall do the clean-up. This amount shall be deducted from (but not limited to) the damage deposit.
9. If children are present when adults are using the facilities, they must be under the proper supervision at all times and confined to the areas rented. The Nursery must be booked to be used, extra charges will apply.
10. No access to, nor the operation of, the Church lighting or sound systems are permitted except by designated Holy Trinity trained personnel unless prior arrangement has been granted and stated in the rental agreement.
11. Any condition, activity, action or deed contrary to this Facility Rental Policy, Holy Trinity's Guiding Values or Contract Terms shall be sufficient cause or reason to disallow or cancel and or evict any renter or guest thereof.

## Cleaning Fee

1. Holy Trinity Requires a cleaning fee for every event that includes food, drink, or catering in addition to the damage deposit.
2. Renters are allowed to take care of cleaning upon prior approval, but are required to take trash off-site. In the event that the facility rooms used aren't left in a clean condition by the renter, an additional cleaning fee will come out of the damage deposit.
3. Facility must be cleaned to a high standard by the renters or through a professional company. It is critical that Saturday functions and cleanup do not interfere with Sunday Worship and the space is cleaned and ordered.

## Damage Deposit

1. A damage deposit may be required upon confirmation. All or part of the damage deposit may be withheld in case of damage or misuse of facilities. If damage costs are higher than the deposit – the renter will be responsible for the additional damage.
2. Damage incurred by any member of the group attending including third parties (ie caterers) will be the responsibility of the renter.

## Cancelation Policy

1. Holy Trinity reserves the right to cancel the contract if contract terms are breached. In the event the user cancels the contract within seven days of the designated function, Holy Trinity reserves the right to withhold all or a portion of the rental fee.
2. In the event that Holy Trinity requires an “unexpected use” of a portion or all facilities rented, Holy Trinity reserves the right to cancel, modify or reschedule the contract. This should be rare and done with communication with the renter.
3. In the event the planned function is canceled by the renter, any expenses incurred by Holy Trinity shall be paid by the renter.

## Equipment and Furniture

1. No moving chairs in Nave 1 (See map below). Church Chairs in Nave 2 may be moved prior to the event by renters. The chairs must be stacked no higher than 4 chairs per stack and returned to their original layout by the renter when the event is over. Church Furniture & Equipment (ie. tables, podiums, etc.) must be booked as part of the rental contract. Please let [admin@holytrinitych.org](mailto:admin@holytrinitych.org) know what you need.
2. The Church musical and sound equipment (drums, piano, microphones, sound board, etc.) are strictly off limits and shall not be moved from their locations unless a prior arrangement is made with Holy Trinity.
3. The church computer systems, software and connections to the server are strictly off limits. If Internet connections are required, prior arrangements must be made with Holy Trinity.
4. The photocopiers and fax machines are not available for personal use.
5. Please be gentle with the sliding glass doors.

## Food and Catering

1. Table linens will not be supplied by Holy Trinity and must be rented and returned separately at the expense of the renter.

## Alcohol and Substance Policy

1. Holy Trinity is a ‘smoke-free’ facility. Smoking and vaping is not permitted within 50 ft of the Church building.
2. Alcohol is permitted for non-ministry-related functions. ***You must have liquor liability insurance (see under “Insurance Requirements” above.)***

## Parking

1. Vehicles may park only in designated areas.
2. Overflow parking is available at the Southern Village Park and Ride across the street for free. Our parking lot only has 80 parking spaces available.
3. Large events may require the hiring of a traffic control officer to cross the street.

## Part III: RENTAL RATES and FEES:

<b>Event Types</b>	<b>Non-Member Cost</b>	<b>Member/Ministry Cost</b>	<b>Notes:</b>
<b>Funerals</b>	\$0	0	
<b>Weddings</b> <i>(Will have use of all highlighted spaces below for 2 hour for rehearsal, 5 hours on day of event)</i>	\$500	Honorarium	
<b>Single Room</b> <i>(up to 5 hours)</i>	\$50	Honorarium	
<b>Damage Deposit- Large Events</b>	\$500	\$500	Returnable upon inspection of space after the event.
<b>Damage Deposit - Small Events/single rooms</b>	\$75	0	
<b>Cleaning Fee - Large Events</b> <i>*(Renters may clean with approval. Any cleaning needed will come from the damage deposit)</i>	\$250*	\$250*	
<b>Nursery Addition</b>	\$25	0	*Toys returned, room vacuumed when done.

**HIGHLIGHTED SPACES ARE FOR RENT:**



# Part IV: Rental Contract

Event Date \_\_\_\_\_ Rental Time \_\_\_\_\_ - \_\_\_\_\_ (am/pm)

Approximate # of guests \_\_\_\_\_

<b><i>Fill out items in Box if event is a wedding</i></b>	
Ceremony Time _____	- _____ (am/pm)
Reception Time _____	- _____ (am/pm)
<b>Rehearsal Date</b> _____	<b>Rehearsal Time</b> _____ - _____ (am/pm)
Renter Address _____	
Phone _____	Email _____

**Please check the room(s) you would like to be part of the rental (see page 6 for diagram):**

- Entire Worship Space
- Nave 1
- Nave 2
- Conference Room
- Upstairs Kitchen
- Downstairs Kitchen
- Trinity Room
- Cranmer Room
- Lobby

**What will your event include:**

- Food provided by the renter
- Food provided by a caterer
- Need for tables
- Use of sound system
- Use of Altar Area
- Use of Podium
- Use of Communion Table

***Please attach the following with your rental agreement and email to [admin@holytrinitych.org](mailto:admin@holytrinitych.org).***

- Proof of Liability Insurance
- Signed Waiver of Subrogation with Holy Trinity Anglican Church as a co-insured party (see pg 8)
- If serving Alcohol, proof of Liquor Liability Insurance (from Renter or the Caterer)

***By signing below, the renter agrees to all items in this rental agreement, and to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests or by any person contracted by renter for the event. The renter agrees to hold Holy Trinity Anglican Church and its employees harmless, including court costs and attorney fees, in any legal action, which may result from the event.***

Renter's Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Holy Trinity Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: 3819 S. Columbia St. Chapel Hill, NC 27517  
919-307-5004  
email: [admin@holytrinitych.org](mailto:admin@holytrinitych.org)



## Part IV: Post-Rental Checklist

Please use this checklist to help with cleanup and lockup of the facility. Holy Trinity staff will use this checklist for a post-inspection after the event. ***If three or more items are "Not Completed", the entire deposit will be forfeited.*** If the inspection reveals no cleaning problems, the deposit will be returned within two weeks. Be sure to notify [admin@holytrinitych.org](mailto:admin@holytrinitych.org) of any pre-existing damage prior to your event to avoid being charged for repair and/or replacement costs. By assisting us with this cleanup, you are not only allowing the turnover of the church to another group in a timely manner, but you also allow us to keep our rental rates reasonable.

✓ Indicates "Completed" -- X Indicates "Not Completed"	Post-Function Inspection
CLEANING AND RESETTING THE SPACE	
Pick up any trash and remove decorations, empty trash cans into outside trash containers behind the building	
Remove personal items and decorations from premises	
No cigarette butts are to be found on premises	
All used areas cleaned and wiped down (if the renter has elected to clean)	
Return furnishings to their original placement. Chairs stacked no higher than 4 chairs per stack.	
Return folding chairs and tables to storage, if used	

Vacuum carpet (vacuum is kept in the kitchen upstairs or copy room downstairs).	
Sweep floor (broom & dustpan are in the storage room by the kitchen) Mop where needed. (Mop and bucket are located downstairs in the sprinkler room).	
Wipe down the microwave, counters, and cabinet fronts; wipe up spills inside any appliances.	
Remove personal items from refrigerator, freezer, microwave and dishwasher.	
<b>LOCKING UP and KEY RETURN</b>	
Before you leave, please re-engage all door paddles. Note: Once these are disengaged, you will not be able to get back into the building	
Please return key fob back to black lockbox downstairs and scramble the numbers. Missing Key Fobs will be a \$20 charge.	