



St. Aphraim Syriac Orthodox Church

6200 Indian Run Pkwy, Alexandria, VA 22312

Facility rental/use agreement

Declaration Page

Requesting Party: _____ Member: _____ Non-Member: _____

Contact name: _____ Contact Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Type of event: (circle) Memorial Wedding Fundraiser Graduation Funeral Number of guests (approx.): _____

Alcohol: Yes: _____ No: _____ If yes, please sign alcohol page

Event start time: _____ Event end time: _____ Cleanup hour: _____

The Event Supervisor shall be on-site for the duration of the event and shall be responsible for sign-in and supervision of the activity for which the St. Aphraim facility is being reserved. The Event Supervisor agrees to follow all the rules governing use of St. Aphraim Church and any specific guidelines or restrictions at the sole discretion of St. Aphraim. Locations used shall be subject to St. Aphraim's discretion and the User will be responsible for all expenses related to its presence at St. Aphraim Church. Based on the Facility Use Schedule Fee, the cost for using the St. Aphraim Facility is as follows:

Fundraising/Charitable Events

- If grounds are being used for a fundraising event by a member, then all proceeds must be donated to the St. Aphraim Syriac Orthodox Church DC parish with no exception.
- If grounds are being used for any fundraising activity other than for St. Aphraim Syriac Orthodox Church DC, then the event must be approved by the Archdiocese and the Parish Council of the Parish.
- All fundraising events on behalf of St. Aphraim Syriac Orthodox Church DC will incur (zero) \$0 fees but will also have no costs to the Parish attached to them unless approved by the Board.
- All fundraising activities not aimed at raising money for St. Aphraim Syriac Orthodox Church DC, Its Archdiocese, or the Patriarchy will incur a minimal cost of \$1,500.00 usd or more and must be approved by the Archdiocese and the Parish Council.

Weddings

Service Fees

If the Groom or Bride is a member of St. Aphraim Syriac Orthodox Church, please select member box. If the Bride and Groom are not members of the St. Aphraim Syriac Orthodox church, please select non-member.

Please email form directly to 6200churchdc@gmail.com

☐Member – Suggested \$500 or more ☐Non-Member – \$750 or more

Binding Page

- I am responsible for supervision of the activity for which the St. Aphraim facility is being reserved.
- I have been provided a copy of St. Aphraim's rules, guidelines, and restrictions for St. Aphraim facility use and agree to abide by these rules. (Attached Appendix A)
- User agrees to defend, indemnify, and hold harmless St. Aphraim, its boards, employees, and representatives from any and all claims, actions, suits, judgments and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of St. Aphraim.

Alcohol

- **Liability Release, Indemnity Agreement:** For events where alcohol is present, I affirm that participants have reached the legal age of 21 to consume alcohol and be on premises where it is distributed. The Released Parties are free from any liability due to participation in my event where alcohol is present, including consequences of consumption of alcohol by others. I hereby forever waive, release, covenant not to sue, and discharge the Released Parties from all claims resulting from the inherent risks of events hosted by the Released Parties or the ordinary negligence of the Released Parties that I may have arising out of my participation in the event. I also agree to indemnify and hold the Released Parties harmless from all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorneys' fees brought because of my involvement in the event and to reimburse them for any such expenses incurred.

Alcohol Signature: _____ **Date:** _____

- **Clean up responsibilities:** All decorations and debris, rental and/or entertainment equipment must be removed immediately following the event. Failure to remove decorations, trash, and equipment following the event may result in additional cleanup fees and/or the forfeit of all or a portion of the security deposit. It is important to plan the time within rental hours to perform these duties. The renter will not be allowed to stay beyond the rental period to complete the cleaning or removal of equipment. If these duties are not performed, extra clean-up fees may apply. In such matters, the decision of the Parish Council is final.

By signing this Facility Use Agreement, I acknowledge the receipt of the Building Use Guidelines and agree to abide by them. Signature also indicates responsibility for payment of facility use fees and any/all damage that may occur as a result of the use of the building and/or grounds. This Agreement must be returned 14 days before the event.

Applicant signature: _____ Date: _____

President: _____ Date: _____

Total Fees assed \$ _____ Paid by: Check Cash Card

Please email form directly to 6200churchdc@gmail.com

Appendix A

Rules and General Guidelines:

- **Respect for the Sacred Space:** Facilities should not be used in a way that contradicts the teachings and principles of the Church.
- **Prohibited Uses:** This includes events that promote behavior or activities contrary to Church teachings, such as those that offend the sanctity of human life or the definition of marriage being between a man and a woman.
- **Cleanliness and Maintenance:** Users are expected to leave the facilities in a clean and orderly condition.
- **No Damage:** Parish-owned equipment, furniture, or movable articles should not be moved or damaged.
- **No Tape or Glues:** Tape or glue should not be used to affix things to walls, doors, or other surfaces.
- **Designated Areas:** Users should only utilize the areas assigned to them for their event.
- **Fire Safety:** Familiarize yourself with the locations of exits and fire extinguishers.
- **Parish Organizations:** Parish organizations and ministries are usually granted free use of facilities.
- **Parishioners:** Registered, contributing parishioners may be permitted to use facilities for private events, such as receptions after weddings or family reunions.
- **Non-Parishioners:** Use by non-parish organizations may be considered but requires pre-approval and adherence to specific guidelines.
- **Commercial Entities:** Facilities are generally not rented to commercial, for-profit entities.
- **Public Events:** Some churches may have specific guidelines for public events, which may require additional permissions or fees.

Event-Specific Guidelines:

- **Reservations:** Reservations for facility use are usually required.
- **Event Planning:** Finalized event setup plans should be provided in advance.
- **Clean-up:** Users are responsible for cleaning up after their event.
- **Respect for Schedule:** Events should adhere to the scheduled start and end times and not interfere with any spiritual services.
- **Fire Safety:** Ensure proper fire safety measures are in place.
- **Supervision of Minors:** If minors are involved, guidelines for supervision and parental permission are often required.
- **No Unpermitted Use:** Use of equipment, supplies, or materials without permission is prohibited.