



Policy, Rules & Regulations for Use of Church Kitchen Facilities

Applications for all usages are required.

The Rector, the Vestry of Christ Church Parish Kent Island, and the Parish Hall Committee (hereinafter collectively called "Church" or "CCPKI"), are called upon to be stewards of its property and buildings. The use of these facilities by groups is part of the Christian outreach to the community and the Diocese of Easton.

Subject to the provisions hereof...

The Church welcomes the use of its Kitchen by public and private organizations and similar groups, (hereinafter called "Group") in Queens Anne's County for public, civic, educational, and cultural activities.

The Kitchen is not available at times that may interfere with functions of the Church, or are inappropriate for use of the Church facility. All applications for use are subject to review by the Parish Hall Committee, which may, on its own volition and without limit, approve or disapprove acceptance of the application.

RENTAL FEES: Rental fees are subject to the needs of the Group and the equipment being used within the Kitchen. The Church reserves the right to waive, from time to time, the fees for certain non-Church organizations. The Church also reserves the right to refuse any application if, in its sole and absolute discretion, it deems the proposed purpose to be inappropriate for the use of the Church facility.

SECURITY DEPOSIT: There is a security deposit required for all Kitchen Rentals. This deposit will be refunded to the Group within 30 days upon termination of rental agreement if the facility is left in a clean and orderly state at the conclusion of the rental term. If any damages to the Church facility occur as a result of the Group event, cost to repair damages will be deducted from security deposit. If the resulting damages cost more than the security deposit, the Group is responsible for the full amount to repair said damages. The Church, in no way, shall agree to pay for damages resulting from Group event. All damages shall be repaired by the Church and/or its contractors; the Group agrees to pay the Church for the total amount of **all** costs incurred in the repair. This deposit is non-refundable within 30 days of Group event.

EXECUTED AGREEMENT: In addition to presenting a Certificate of Insurance for the date(s) of the event, Groups using Church facilities must execute an Agreement holding the Church harmless from injuries or deaths sustained while using Church facilities and ground.

Application Process

1. **COMPLETE THE RENTAL REQUEST FORM:** Fill out completely the [Application for Kitchen Use Rental Request](#) form. **Submit to Parish Office for Approval.**
2. **SECURITY DEPOSIT:** Once the Rental Request is approved, submit the required security deposit with Certificate of Insurance prior to commencement of Group rental term. Failure to do so may result in loss of rental privileges.
3. **CERTIFICATE OF INSURANCE:** A Certificate of Insurance is required from all Persons/Groups renting the Kitchen naming **Christ Church Parish Kent Island** as an additional insured on the Group policy. When submitting the application forms, the applicant Group shall attach a copy of its proof of general liability and property damage insurance to cover risks associated with the use of the Church facility.
4. **USE OF BUILDING AGREEMENT:** Your written agreement is included, executed by the designated representative of the Group, holding the Church harmless from any injuries or deaths sustained while using the Church facility.
5. **FOR COMMERCIAL RENTALS ONLY:** If Group is renting the kitchen for commercial food preparation, the Group **MUST** submit copies of Approved food preparation process form(s) from the MD Health Inspector, FDA and other regulatory departments.

General Rules & Conditions

1. The group shall be responsible for the care of the Church facilities and furnishings used, plus the cleanup of the Church event room(s) and the Church grounds at the end of the Group event. The Group shall also be responsible and accountable to the Church for any damages incurred, by acts of omissions, while using the Church facilities and furnishings. Any and all damages or breakages to Church facilities and furnishings shall be reported immediately to the Parish Administrator/representative. All damages shall be repaired by the Church or its contractors, the Group to pay the Church for **all** costs incurred in the repair.
2. Smoking within any part of the Church is strictly prohibited.
3. The sale, use and consumption of alcoholic beverages or other controlled substances are strictly prohibited while on Church property.
4. Use of the Church facilities for other than that approved upon the application form is strictly prohibited.
5. One adult shall be present with each grouping of five children to supervise them so that proper behavior is maintained. The Group representative executing the aforesaid hold harmless agreement shall be responsible to insure that this condition is observed.
6. The Group using the Church facilities shall confine their activities to the space allocated to them. Failure to do so may result in forfeiture of the security deposit.
7. Animals are not permitted in the Church buildings or on Church grounds unless being used for sight assistance.
8. Parking shall be in designated areas only. There is absolutely **NO** parking on any Church grounds surface (i.e. lawn and sidewalks) other than the parking lot.
9. The Church is not responsible for lost or stolen articles or items left on the Church premises.
10. Failure of the Group to abide by the rules and regulations shall result in a possible barring of the Group from future use of the Church facilities.

11. Under no circumstances shall a group occupy a meeting room(s) in excess of the authorized fire regulation capacity for that room. Doors to the meeting room shall remain unlocked at all times during use and occupancy of the meeting room(s). It is the responsibility of the Group to properly and honestly give an accounting of the number of people expected to attend the event.
12. Before leaving, the Group shall restore the Kitchen and ALL items used to the cleanliness and order in which it was found. The Group shall place all trash in trash bags furnished by the Group, placing them in the trash container or dumpster behind the kitchen of the Church building. NO trash is to be left within the building or outside of the dumpster.
13. Upon conclusion of the event, rooms shall be left as they were found, doors shall be closed and locked, chairs put back in the position they were found and the lights turned off by the person making the application for the use of Church facilities.
14. The group shall neither use the name or the address of the Church as the official address of the Group.
15. All rentals must conclude prior to 10:00pm.

Payments & other Certificates

- ALL Rentals require a **\$200.00 Security Deposit & Certificate of Insurance** in advance of the Rental Date.
 - Deductions from Security Deposit include but not limited to: extra clean up, extending beyond allotted rental time, damages to building or property.
 - The responsible party is required to submit a Certificate of Insurance naming **Christ Church Parish Kent Island** as an additional insured on the Group's Insurance policy for the full rental term.
 - No rentals may commence without a Certificate of Insurance.
- **All payments** must be made as agreed upon within Rental Contract.
- **All COMMERCIAL FOOD RENTALS MUST HAVE THE APPROPRIATE MD STATE LICENSING AND AUTHORIZATIONS PRIOR TO USE OF KITCHEN FOR COMMERCIAL USES.**

Application for Kitchen Use Rental Request

Please print neatly.

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home/Work: _____ Cell: _____

Email: _____

Kitchen Rental Dates & Times Requested:

Please describe the purpose of the Kitchen Rental and the foods to be prepared:

Christ Church Kitchen Equipment to be used: check all that apply

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Stove/Burners | <input type="checkbox"/> Steam Table | <input type="checkbox"/> Sinks |
| <input type="checkbox"/> Ovens | <input type="checkbox"/> Counters | <input type="checkbox"/> Refrigerator* |
| <input type="checkbox"/> Deep Fryer | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Freezer* |

**Christ Church does not offer Refrigerator or Freezer storage rental at this time but may be used while on site for product use.*

Equipment to be brought by Renter (list all equipment):

For Commercial Rentals Only:

Do you have a MD State Health Department License:

YES NO PENDING: _____

Is your Food Preparation Process approved by MD State Health Department:

YES NO PENDING: _____