

St. Agnes Episcopal Church  
 65 Union Avenue  
 Little Falls, NJ 07424  
 973-256-5020  
[StAgnesLF@verizon.net](mailto:StAgnesLF@verizon.net)

Rental Application

**IMPORTANT: Please complete all information and return ASAP.**  
**Hall Rental will be null and void if this form is not completed, returned with deposits and approved within two weeks of the Application date.**

Function Date \_\_\_\_\_

Name of person or organization responsible for the affair

\_\_\_\_\_

Address \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Business Telephone # \_\_\_\_\_

Fax# \_\_\_\_\_ e-mail \_\_\_\_\_

Requested Hours \_\_\_\_\_ to \_\_\_\_\_ in which you will need to be ready to leave the premises.

Intended Use \_\_\_\_\_ Approximate Attendance \_\_\_\_\_

*I have completed this application/agreement and I have read and understood and agree to the rental policy which is incorporated herein by reference.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**THE FOLLOWING TO BE COMPLETED BY CHURCH OFFICE:**

Application Received \_\_\_\_\_ Date

**RENTAL FEES**

	Amount	Amount Paid	Check Number	Date Paid
Rental Amount				
Security Amount				
Deposit				
Post Inspection OK?	YES NO			
Security Deposit Returned	YES NO			

**Approved by the Church Office** \_\_\_\_\_ **Date** \_\_\_\_\_



# St. Agnes' Hall Rental

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## Rental Policy, Instructions and Application

The following Rental Policy contains important information regarding the use of McKay Hall. It is imperative that you read and review the items listed. Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Vestry.

If you have any questions regarding the policy and its guidelines please contact the church office at 973-256-5020.

### 1. Application

Hall rental applications may be obtained from our Website or by calling the church at the number above. All hall rentals for any parishioner or non-parishioner require an application. No rental shall be considered until a completed and executed application is submitted to the Parish Office together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date. All rentals are subject to the approval of the Wardens and Vestry or Rector as appropriate.

### 2. Rental Fee

#### **McKay Hall Rental**

**Non-Parishioner - \$475.00**

**Parishioner (in good standing) - \$100 (once in a calendar year for free)**

**We only accept Cash or Checks (made payable to St. Agnes' Church).** If paying cash, please be sure to have the exact amount.

**Rental Fee must be paid in full at least thirty (30) days prior to the rental date or with the application whichever is the sooner.**

### 3. Security Deposit

#### **Hall Security Deposit**

**Non-Parishioner - \$250**

**Parishioner (in good standing) - \$0.00**

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expensed incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Church's satisfaction or pay for the extra damages.

**YOUR SECURITY DEPOSIT WILL BE KEPT IF YOU ARE NOT READY TO VACATE THE PREMISES BY THE END OF YOUR 5<sup>TH</sup> HOUR.**

#### 4. Cancellation Policy

A written cancellation request must be received by the Church office. Refunds will occur as follows:

- If the written cancellation is received greater than 60 days – full refund of rental and security deposit.
- If the written cancellation is received between 46-60 days – full refund less \$100 cancellation fee.
- If the written cancellation is received between 15 and 45 days less \$150 cancellation fee.
- If the written cancellation is received between 15 and 45 days for a Saturday event – security deposit refund only.
- If the written cancellation is received 14 days or less for a Sunday to Friday event – full refund less a \$200 cancellation fee.
- If the written cancellation is received 14 days or less for a Saturday event – No refund.

#### 5. Time

**Each rental shall be for a period of five (4 + 1 extra hour for clean-up) hours.** Set up time is to be no more than 3 hours prior to the start of the event. Any additional time (over the five hour rental time for the function) may be available at the cost of \$75.00 per additional hour. Any time over the 5 hours must be requested at the time of application.

**ALL RENTALS MUST CONCLUDE NO LATER THAN 10:00 PM Saturday and 8:00 PM Sunday (that is including clean-up) OR YOU WILL LOSE YOUR SECURITY DEPOSIT.**

#### 6. Capacity

The maximum capacity of the hall shall be **150** people with tables and chairs, **250** people chairs only. We have a total of **9** round tables, **18** long tables and about **160** chairs.

#### 7. Hall Set-Up/Decorating & HVAC

Set up is the responsibility of the renter. **You will be able to come in and set-up 3 hours before your event.** A representative from St. Agnes' will be available on-site at closing time.

**Windows and doors need to remain CLOSED during event.** You are able to use heat or air conditioning as weather requires. Please remember to turn off the heat or the AC during clean-up.

**\*\*\*The piano in the hall cannot be moved. You will lose your security deposit if the piano is moved.**

Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed.

#### 8. Noise/Music

**Music CANNOT be loud. Music CANNOT be heard outside of building.** If the music is heard outside of building with windows and doors closed it needs to be lowered. All children must stay indoors and not allowed to run around property. If the police are called because of noise complaints, **IT WILL RESULT IN YOU LOSING YOUR SECURITY DEPOSIT.**

#### 9. Hall Clean – up

**CLEAN-UP is the responsibility of the renter.** Recycling bins for bottles and cans, located outside of the building next to the kitchen. Please make sure that all plastic cups, bottles and cans are EMPTY before disposing of them. All trash must be in bags and then deposited in the trash bins located outside of the back kitchen door. Any trash bags that will not fit in the containers may be placed in the shed. **THIS IS CRITICAL TO THE SECURITY DEPOSIT REFUND.** Security Deposits will be returned only after the Parish Administrator has not heard of any complaints by the Facility Committee Chairperson of the Vestry.

## 10. Kitchen Clean – up

**COMPLETE** clean-up of the kitchen area is the responsibility of the renting party. This includes washing counter tops and sinks, ovens, microwaves, coffee urns and surrounding areas; sweeping floors and cleaning any spills; placing trash in bags and then outside in trash containers; and do not leave excess food, condiments or leftovers in the refrigerators or freezer without prior approval from the Vestry. **THIS IS CRITICAL TO THE SECURITY DEPOSIT REFUND**

## 11. Cooking

**NO cooking or grilling** will be allowed on the property. Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

## 12. Kitchen restrictions

Rental party/caterer **MAY NOT USE** the following: dishes, china, pots, pans, utensils, table linens, serving trays, dishwasher without prior arrangements with the Wardens and Vestry or Rector as appropriate.

## 13. Smoking Policy

This facility is a **NO SMOKING** facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility. Cigarette butts littering the outside areas may be cause for retaining the deposit.

## 14. Religious Ceremonies

**NO** religious ceremonies, other than those of the Episcopal Church, may be performed in the Church facility or any part of the church complex unless expressly allowed by the Wardens and Vestry or Rector as appropriate.

## 15. Indemnification/Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the St. Agnes', its agents, servants, employees, and Wardens and Vestry from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

## 16. Alcoholic Beverage Policy

A Renting party must provide at least 2 designated drivers for those in need at the end of the function.

## 17. Damages

**Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit.** If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

## 18. Amendments

This hall rental agreement may be amended by the Wardens and Vestry or Rector as appropriate to fit the particular needs of the rental party.