



St. James Church
6 Green Street
Cazenovia, NY 13035

www.stjamescaz.com

All arrangements to use the Church Hall are to made with:

Missy Race - Parish Office
315-655-3441 Fax 315-655-3442

Today's Date _____ Date of Event _____ Time _____

Name of Organization or Individual _____

Contact Person _____ Telephone _____

Description of Event _____ Number of Persons _____

Time Schedule: Set up Date _____ Time _____

Clean up/Tear down Date _____ Time _____

Person Responsible during / after event _____ Telephone _____

Policies & Procedures Reviewed _____ **Keys Picked Up** _____ **Keys Dropped Off** _____

Certificate of Insurance _____ *must be to Parish Office no later than 1 week prior to event.*

\$50.00 Janitorial Fee _____ *must be to Parish Office no later than 1 week prior to event.*

Your date is not firm until the signed contract is received by the Parish Office. You will be charged for lost key (s). A janitorial fee of \$50.00 will be charged, but conditions at the close of the event must be met as listed in the final Checklist or you may be billed for additional/excessive janitorial service.

I confirm that I have received and read the Check List on page 2 - Initial _____

Signature of Requester _____ **Date** _____

(By signing this contract you agree to all provisions and those checked marked items on page 2)

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

***** Please initial, sign and return to Missy Race/ Parish Office *****

Maintenance Personnel Signature _____

FOR OFFICE US ONLY

Donation _____

TU Note _____

Please place a check mark next to the items you will only be using during your event.

ITEM	QTY.
5 FT. ROUND TABLE – SEAT UP TO 8	
8 FT. RECTANGLE TABLE - SEAT UP TO 8-10	
CHAIRS	
ROUND WHITE TABLECLOTHES	
RECTANGLE WHITE TABLECLOTHES	
RECTANGLE FORAL TABLECLOTHES	
ROUND MAROON TABLECLOTHES	
RECTANGLE MAROON TABLECLOTHES	

AV EQUIPMENT
SCREEN
PROJECTOR
LAPTOP
MICROPHONE
SOUND SYSYTEM - IPOD MUSIC
TELEVISION / DVD PLAYER

ITEM	QTY.
CHINA PLATES	
PAPER PLATES	
SILVER WEAR	
PLASTIC TABLEWEAR	
HOT / COLD CUPS	
NAPKINS	
CARAFE	

ITEM	QTY.
COFFEE / TEA BAGS	
CREAMER	
SUGAR	
SALT & PEPPER	
CHAFING DISHES	
COFFEE POTS	
USE OF DISH WASHER	

When activities involve children or youth, a responsible VIRTUS trained adult must be present at all times. Do not allow children to wander the building.
Consumption of Alcohol on the premises is NOT allowed by any member of your group.
No Smoking
Clean up and vacate premises for events must conclude by 10:00pm
Notify a St. James Representative of any damage incurred while you or any associated personnel did during this contracted event.
Furniture and /or equipment brought in for an event must be removed promptly
Facilities and furniture are to be used with care. Groups or individuals using St. James Church Hall are responsible for damage and breakage and will be financially responsible.

St. James Church

RESPONSIBILITIES OF USERS OF CHURCH FACILITIES

The following rules and procedures shall pertain to St. James Church.
This policy shall be carried out by ALL making use of the property.

The applicant will use only the area, rooms, or equipment for which use was granted.

A janitorial fee of \$50.00 is required one week prior to event. The fee covers janitorial services needed for event set-up and clean-up.

If for any reason any of these procedures cannot be followed, please contact the Parish Office at 655-3441 ext. 301 to discuss other arrangements.

Report any issues to the Parish Office, leave a message after hours at 655-3441 ext. 301

It is the responsibility of the person in charge to see that all is in order before departing at the conclusion of the event. This shall include, but is not limited to, the following.

Failure to comply with the following will result in the loss of future privilege for use of the Church Hall.

✓ **Check off each box when task is completed.**

- Wipe table's clean with warm soapy water, place chairs upside down on tables.
- Check floors and carpet for food/trash and please dispose of.
- Sink emptied and cleaned.
- All dishes, cooking utensils, pots & pans washed and returned to their original location.
DO NOT leave items in dish strainer—dry items off and put in storage area.
- All countertops cleaned.
- Sweep kitchen floor and clean up any spills.
- All trash must be bagged, tied and placed in the garbage area inside the fenced area.
Do NOT leave trash just inside the fencing. It must be placed in the shed.
- Remove all food used by your group from the refrigerator/freezer.
- Remove any items brought into this area and return it to original location.
- Turn off all lights, including those in the bathrooms, hallways, class rooms, kitchen, Church Hall / Overflow.
- Make sure all doors are locked. Close & Lock all hallway doors and doors of each room used when the last person leaves. Close and lock all outside doors. Push or pull from the outside to confirm they are locked.

ADDITIONAL STEPS FOR PARISH EVENTS ONLY * * *

- Cleaning supplies, mop & bucket, flash lights will be provided at the time of the Event.
- Stack chairs (no more than 10 high) in the back right corner of Church Hall, near window.
- Wipe table's clean with warm soapy water, break down all tables and put in Overflow Section. (lean tables against right side wall.) Place table's long edge down, lean tables against each other.

Applicant: _____ Date: _____