

**GRACE CHURCH in HADDONFIELD  
APPLICATION FOR SPACE USE**

**SPACE USE REGULATIONS FOR GROUPS OR ORGANIZATIONS**

- 1) Applications for Use or Rental shall be presented to the vestry or it's designee at least four weeks in advance, except for regularly scheduled meetings. All scheduling will be done on a "first come, first served" basis. All applicable fees must be paid with application submission. The application will not be processed without the proper fees.
- 2) **No Smoking** is permitted in the building. A smoking stand is provided outside the building.
- 3) **No alcoholic beverages** are permitted except with Vestry approval.
- 4) Adult supervision of children is required at all times.
- 5) The vestry shall be in control of the building at all times. They shall have access to all parts of the building, whether leased or not.
- 6) The parish hall is made available conditionally upon the good behavior of the user. Damage to property or failure to follow regulations will be grounds for denial of future use of hall.
- 7) The church carries liability insurance covering its legal liability. **The church assumes no liability for the user. It is recommended that users obtain their own, additional liability insurance. (This should include a Certificate of Liability with Grace Church in Haddonfield named on the certificate.)**
- 8) **All local ordinances and State laws must be obeyed by the user.**
- 9) **CAPACITY OF THE SELECTED SPACE USED IS LIMITED TO MAXIMUM OCCUPANCY SHOWN ON THE ACCOMPANYING SPACE USE FEE SCHEDULE.**
- 10) Security Deposits shall be returned by mail after the rental and an inspection of the hall is completed. **Damage to the hall or use of the hall beyond the hours approved for rental shall be deducted from the Security Deposit.**
- 11) No one shall tamper with the heat controls or emergency lighting system. Problems with the space shall be referred immediately to the Vestry's designee. If not on site at the time of the space use, a contact number will be provided to the user on opening of the hall.
- 12) Duration of access to the space must include setup and clean up. The space must be left as it was found.
- 13) All trash and garbage shall be placed in trash bags and placed in trash dumpsters located, outside rear of parish hall. **Do not place any liquids in trash bags as they may leak and require a cleanup at the cost of a deduction from the user's security deposit**
- 14) A setup fee will be charged if you desire to have the church setup and take down tables and chairs for your meeting.
- 15) Use of decoration is limited to that which can be applied with masking tape or that is self-supporting.
- 16) Following the use of space, an inspection checklist will be completed by a Vestry-designated member of Grace Church in Haddonfield. Any problems found can cause a deduction from the user's security deposit. A copy of this form follows the **SPACE USE FEE SCHEDULE.**
- 17) **Grace Church programs will take precedence over all other activities.** Every attempt will be made to provide reasonable notice in the event of a conflict.

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- 18) If the grounds are to be used, **all sidewalks MUST remain clear at all times** (with the exception of set up and take down).
- 19) **Selling of items is not permitted.** (Certain not for profit sales may be allowed with prior approval of the Vestry.)
- 20) **Nothing may be set up in the front of the church.**
- 21) Padded chairs are not to be used outside.
- 22) Doors to the buildings must not be must not be left open. (This affects the automatic climate controls, Heating and Air Conditioning.)
- 23) The driveway along side the Parish House is private, for the Rector and the Rector's family. (Parking is limited to public areas. Guests must use public parking areas.)