

Trinity Episcopal Church
1200 Main Street, P.O. Box 484
Fishkill, NY 12524
(845) 896-9884

Rules for Parish House Use

1. Non-parish organizations using the Trinity Episcopal Church Parish House must have an insurance form filed at the church office and may meet only at the date(s) and time(s) and in the room(s) so noted in the “Agreement for One-Time Use of Church Facilities” or “Agreement for Multiple Use of Church Facilities.” All requests for changes in time or days of use, including any special meetings, must be approved by the Parish Hospitality Committee (PHC). The PHC must be notified whenever there is a significant increase in the group’s size so we may reassign rooms. Room capacities are limited by the fire code.
2. The person filing the agreement for use of church facilities, or a responsible individual representing the organization filing the agreement, must be present for the entire time of the agreed-upon use. Information regarding how to contact all such individuals must be provided on the agreement. The person or organization filing the agreement is liable for any and all persons invited to attend or participate in the agreed-upon use.
3. Keys to the Parish House are supplied by Trinity to the person signing the agreement and must not be duplicated. The person signing the agreement is responsible for holding the key at all times until it is returned to Trinity. A key deposit of \$25.00 is required and will be refunded when the key is returned. Notify the PHC when there is a change in the contact person, contact’s address or phone number. Please note that a \$5.00 refundable deposit applies to Girl Scouts and Boy Scouts only.
4. The building must be left in as good or better condition as it was found when the rental period ends. A deposit of \$100 is required and will be refunded if the Parish House is left in acceptable condition. The person filing the agreement will be held responsible for excessive wear and tear to the facility and will be billed for necessary repairs/cleaning in excess of deposit. This includes, but is not limited to: returning chairs and tables to the place in which they were found, cleaning up the kitchen and dishes (if used), and placing all trash in sealed garbage bags into the outdoor trash cans located outside the kitchen door. All property must be used solely for its designated function. At the discretion of the PHC, members and nonprofit groups may be exempt from leaving a deposit.
5. Parish members may borrow the brown tables and brown chairs with the prior permission of the PHC.
6. All groups or individuals using the building are responsible for the following on a use-by-use basis:
 - All windows must be closed and entrance and exit doors must be locked;
 - Thermostats must be turned down to 50 degrees and air conditioners turned off in the area of use occupied by said organization;
 - All lights in the building, including those in both upstairs and downstairs lavatories, must be turned off;
 - Any damage or injuries must be reported no later than the following day to the PHC contact person.

7. Smoking is not permitted on Trinity property or inside any of Trinity's buildings.
8. No gambling of any kind is permitted on church property.
9. No animals, except service animals, are permitted in or on Trinity's buildings and grounds without prior approval.
10. Park in designated areas only and respect all specially-marked spots. There are reserved spots for handicapped parking and for the Rector. Use of the parking lot is limited to the times and days specified on the "Agreement for One-Time Use of Church Facilities" or the "Agreement for Multiple-Use of Church Facilities." Please be considerate of others and do not block in any other vehicles.
11. Telephones are limited to parish and emergency use only.
12. No alcoholic beverages are permitted on Trinity property without prior approval of the Rector or Vestry. All federal, state, local and church laws must be obeyed. Food and non-alcoholic beverages are permitted, but are restricted to the downstairs Fellowship Hall only. There is an additional fee for use of the kitchen. Use of the church dishes and coffee pots is included in the kitchen use fee though they must be cleaned and put away. Any spills must be cleaned up. All food in the kitchen pantry and refrigerator belongs to the church.
13. The church has priority over use of any of the facilities required for their activities. You will be notified by the PHC if any changes are necessary, at which point you have the option of rescheduling or receiving a refund for that date.
14. Payments as agreed in the "Agreement for One-Time Use of Church Facilities" or "Agreement for Multiple Use of Church Facilities" shall be paid fourteen (14) days prior to the event(s). Checks should be made payable to Trinity Episcopal Church. If fourteen (14) days is not possible due to the time the agreement is filed, payments must be made in cash or certified check.
15. Advertising may include Trinity Church as the location of the event only and must never imply sponsorship by the church.
16. Directional signs may be posted on the door of the Parish House, but no other signs or posters are permitted on Trinity grounds.
17. The "Agreement for Multiple Use of Church Facilities" shall be reviewed on an annual basis.
18. The "Agreement for Multiple Use of Church Facilities" may be terminated at any time or for any reason with seven (7) days notice by Trinity Episcopal Church.

Once you have read and understood the above rules, please initial and date each page and return with your completed agreement. You will receive signed copies from the PHC.