



150 Melrose Avenue/ PO Box 279 Tryon, NC 28782  
(828) 859-9741

## **BUILDING USE AGREEMENT**

The Church of the Holy Cross has always been a major supporter of the community by allowing outside groups to meet at our facilities. This outreach to the community has been successful in that a large number of groups meet in our facilities. It is very important for us to manage our building space to allow several groups to meet simultaneously. We ask that you help support our building management policies so that they can be put to the greatest good use.

The intent of this agreement is to ensure the proper use of our facilities. Each user has a responsibility in supporting our facilities. Use of the building should not be a financial burden to the parish, therefore each user is asked to contribute toward the upkeep, custodial care, heat and air conditioning and in clean-up.

### **The Rules**

**Priorities:** The church buildings are primarily for the use of church groups who have priority for scheduling. If a conflict in scheduling arises, the church group has the priority of use and other users will be notified as soon as possible. The Rector has the final say on any use of Holy Cross facilities.

**Fees:** The Rental Down Payment (one third of total cost), security deposit and the signed agreement should be received as soon as possible in order for Holy Cross to guarantee your date and time. The Rental Down Payment is non-refundable if you cancel within two weeks of your event. Any balance due shall be paid one week before your event.

**Keys:** Pick up a key a day or so before your event. You must turn in the key in order to get your security deposit refunded.

**Building access:** Please do not unlock the upper doors. All building access will be through the rear doors adjacent to the lower parking lot.

**Parking:** The most convenient parking is in the rear of the building.

**Assigned area:** All groups are asked to stay in their assigned meeting areas and use restroom facilities closest to that meeting area. All children must be supervised and not allowed free run of the building.

**Handicapped access:** The best access for handicapped persons is through the back door. A handicap ramp is provided and an elevator is available for access to the top floor. In addition, we have a portable ramp to give access to the chapel, etc. Please call in advance to use the portable ramp.

**Tables and chairs:** Tables and chairs may **NOT** be taken off church premises by outside groups or church members without approval by the office.

**Equipment:** It is not possible for us to loan out equipment. Such equipment **may** be used by outside groups on church premises with the understanding that the group will replace or repair any equipment which is damaged. This includes VCR's, televisions, microphones, speakers, projectors, etc.

**Liability:** The church carries liability insurance for the property, but it is not responsible for damage or theft of property belonging to an outside group. In addition, groups are responsible for the behavior of their members.

**Cleanup:** Each user is responsible for its own setup and cleanup. There is a security deposit of \$25.00. If the area is returned to its original clean condition, the deposit is refundable. However, if the area is not cleaned and organized as stated on the **clean-up checklist**, the security deposit will be forfeited. Other costs for repair or maintenance may be charged in addition to the security deposit. A broom, mop and bucket are kept in the bathroom in the main kitchen.

**Kitchen Supplies:**

**Items provided:** Cookware/utensils, dinner dishes, bowls, cups/saucers, salad plates, glassware, flatware, ice, trash bags, trash cans, dishwasher soap, disposable cleaning cloths, liquid dish detergent, mops and buckets.

**Items not provided:** Linen table covers and napkins, wine glasses, paper plates, napkins, plastic flatware or table decorations.

**Smoking:** There is no smoking inside the building.

**Alcoholic beverages:** Wine or beer may be served only if food and other non- alcoholic beverages are also provided.

**Modifications:** No modifications to property are permitted (i.e., nails, tape, screws, etc.)

**Before leaving:** Please turn out the lights and lock the doors when your meeting is over. Please keep the outer doors closed in consideration of our heating and air conditioning systems.



## PARISH HALL USAGE FEES

1. There are no charges for meetings and/or lunches sponsored by an organization or group of the Church of the Holy Cross.

In addition, there is no set fee for private use by a member of Holy Cross, for a wedding reception, greeting friends after a memorial service or other life milestone event. In such cases, it is customary that a donation to the church be made.

2. **PARISH HALL – with full service kitchen available**  
 Seats 150 at a sit-down lunch or dinner. The hall will seat additional people when tables are not involved, however, the user must secure the additional chairs at their own expense.

	<u>Non-Profit</u>	<u>Other Group</u>
Use of hall (no kitchen) during regular working hours of <u>9:00 a.m. to 4:00 p.m. Mon-Fri.</u> . . . . .	\$ 50.00	\$150.00
Use of hall (no kitchen) <u>after 4:00 p.m. and on weekends</u> . . . . .	\$ 75.00	\$200.00
Use of kitchen at <u>any hour - additional</u>	\$150.00	\$200.00

## USAGE FEES FOR OTHER ROOMS

<b><u>MCGAVERN ROOM</u></b> – seats 40	\$ 20.00	\$ 30.00
<b><u>COMMON ROOM</u></b> – conference table seats 12; other seating for app. 8 Coffee pot, dishes, sink, small refrigerator and microwave.	\$ 40.00	\$ 60.00

### **Custodial Service**

The church Sexton may be available for hire to help with your event. Groups may contract with him directly to use his services at the rate of **\$40.00 for the first hour and \$20.00 per hour thereafter**. Contact the Sexton at the church office 859-9741.





## Parish Hall Rental Agreement

Organization Name \_\_\_\_\_

Is your organization qualified as a 501 C 3 non-profit organization under IRS guidelines? \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of event: \_\_\_/\_\_\_/\_\_\_ Time of event: \_\_\_:\_\_\_ AM to \_\_\_:\_\_\_ AM  
PM to \_\_\_:\_\_\_ PM

Do you need set up time before event? No \_\_\_\_\_ Yes \_\_\_\_\_

Same day at: \_\_\_\_\_ Previous day at: \_\_\_\_\_ (There is a \$30.00 charge for previous day set-up)

Person responsible for this agreement: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail address \_\_\_\_\_

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**Kitchen Use:** ( If kitchen will not be used, skip this section)

Who will be responsible for cleanup of kitchen and restoring the parish hall to the original configuration?

\_\_\_\_\_ Our Group/Organization/Our Caterer \* **Please follow clean-up checklist**

\_\_\_\_\_ We have hired the church Sexton as described in #5 of Usage Fees

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***This rental agreement, the 1/3 rental deposit, and the \$25.00 security deposit should be returned to Holy Cross as soon as possible in order to confirm the reservation.***

Parish Hall Rental	\$ _____	Rental Deposit (1/3)	\$ _____
Kitchen Rental	\$ _____	Security/Cleaning Deposit	25.00
Fee for early set-up	\$ _____	<b>TOTAL Due Today:</b>	<b>\$ _____</b>
<b>Total Rental Fees</b>	<b>\$ _____</b>	<b>Balance due before event</b>	<b>\$ _____</b>

We have read the guidelines and accept the conditions of this usage agreement:

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

# CLEAN-UP CHECKLIST

## Common Room cleanup

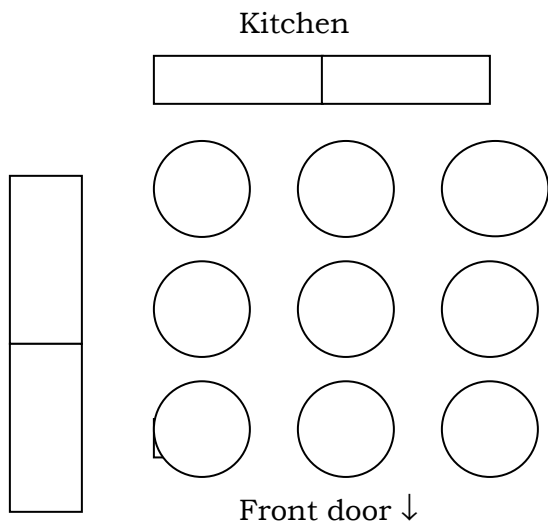
- \_\_\_ Place chairs and tables back in the position in which you found them
- \_\_\_ Remove any trashbags, containers of food or other waste (dumpster in parking lot)
- \_\_\_ Wash cups/glasses/plates (dishwasher may be used)
- \_\_\_ Clean coffee pot if used
- \_\_\_ Wipe countertops
- \_\_\_ Put away sugar, creamer, etc.
- \_\_\_ Use carpet sweeper (in closet) to pick up crumbs

## Main Kitchen cleanup

- \_\_\_ Remove any food from sinks and dishwasher drains
- \_\_\_ Make sure dishes and silverware are clean and dry before replacing in cupboards and drawers
- \_\_\_ Wash/wipe all countertops
- \_\_\_ Sweep and wet mop kitchen floor and bathroom floor
- \_\_\_ Remove all trash in bags, to outside containers, including trash in bathroom.
- \_\_\_ Wash out trash cans
- \_\_\_ Remove all leftover food from refrigerator and freezer and clean up any spills
- \_\_\_ Clean top and inside of stove and microwave
- \_\_\_ Be SURE to unplug the Bunn coffeemaker
- \_\_\_ Make sure oven and dishwasher are turned off
- \_\_\_ Be sure to follow all instructions regarding dishwasher

## Parish Hall Cleanup and Re-set

- \_\_\_ Wash all tables with disinfectant cleaner provided by Holy Cross,
- \_\_\_ Fold and put away any extra tables and chairs that you added for your event.
- \_\_\_ Remove all trash, food, or other items not originally there
- \_\_\_ Sweep parish hall floor (and damp mop if necessary to get spills and loose trash).
- \_\_\_ Return tables and chairs to original position as shown below:



### **Official Use only**

Additional cleaning fee required  
due to (state condition of room)

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Inspected by: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_



## DISHWASHER INSTRUCTIONS

Close drain (this happens automatically when doors are in down position)

Close Doors

Open fill Valve Wait 45 seconds or so.

Put loaded dish rack into dishwasher

Soap is dispensed automatically; if soap is out, buzzer will sound

Turn on power

Cycle will run

When cycle is finished, open doors and remove rack

Put next rack into unit

When all racks have been completed, cut off power

Drain water (manually lift valve handle)

*If water is not drained the system will continue to pull soap!*

Clean debris from all three strainers

Leave doors open

