

The Church of the Epiphany  
Tempe

To worship God, to proclaim the Gospel of Christ,  
and to further God's work through our service  
to God and the Community

The Campus of the Church of the Epiphany

FACILITIES USE PACKET

Thank you for your inquiry. Please read this packet and return a signed copy of the *Campus Facility Use Agreement* and the *Room Set-up Form* in the enclosed envelope, no less than 30 days prior to your requested use date. Please retain copies of these documents. You will be contacted by a representative of Epiphany as to whether or not your request will be accepted. Payment in full together with a Certificate of Insurance naming The Church of the Epiphany—Tempe as an additional insured is due ten (10) days prior to the event.

If your facility request is for a program that will have youth participants and activities, you and/or any leader of your group, may be asked to participate in the child abuse awareness training program entitled *Safeguarding God's Children*. This program, created by the office of the National Episcopal Church, has been developed for adults interacting with children while on church property.

# THE CHURCH OF THE EPIPHANY--TEMPE

2222 South Price Road  
Tempe, Arizona 85282  
(480) 968-4111

## Facilities Use Agreement

All Church of the Epiphany--Tempe ("Epiphany") facilities are dedicated primarily to Church and tenant schools activities. During times when portions of the Campus are not in use for their primary purposes, they may be made available for use by individuals, business organizations and community related entities under the following term and conditions:

- 1) **Authorized Use:** A written request for the use of any portion of the Campus must be approved by the Rector and Vestry (or their representative) of Epiphany. Request forms and the Agreement are provided and must be signed and submitted no less than 30 days prior to the requested use date.
- 2) **Insurance Requirement:** Proof of general liability insurance, naming The Episcopal Church of the Epiphany as an additional insured, with limits of not less than \$2,000,000 per occurrence. A Certificate of such insurance for your event shall be submitted at least ten (10) days prior to the event. Individual event policies are available from various companies.
- 3) **Alcoholic beverages:** Epiphany does not hold and will not obtain a liquor license for your event or use. Therefore, no liquor may be sold directly or indirectly at your event unless you obtain a valid license and insurance at your own expense or your caterer's expense. You may act as a host and serve beer and wine free of charge so long as your insurance policy for the event covers same. You will provide sufficient controls on the consumption of such beverages which shall be confined to interior of the Burkhardt Parish Hall. You will monitor such consumption and follow any directions of the designated Epiphany representative at your event.
- 4) **Indemnification:** You will indemnify and hold harmless Epiphany and its members and guests from any claim, injury, damages, or liability resulting from acts or omissions of yourself and your guests attending your event or while on Epiphany property, including but not limited to incidents where Epiphany, its agents, employees or others acting on its behalf may be solely or partially responsible for the injury, death or damages, including reasonable attorneys fees and costs.
- 5) **Facilities Supervisor:** A representative of Epiphany, acting as Facilities Supervisor, will assist in coordinating the use of the facility and may attend your event.

- 6) Facility Condition: Unless you have contracted with Epiphany for set up or clean up services, you are expected to clean up and return all facilities used to their condition prior to use, including containing all trash and removing all materials and items brought in.
- 7) Damage Responsibility: Any damage to the facilities or grounds shall be the responsibility of the user. Epiphany is not responsible for lost or stolen articles.
- 8) Restrictions:
  - a. No Smoking inside any building. All smoking is to take place in designated outside areas.
  - b. Serving of alcoholic beverages shall be in accordance with applicable State and Local law, and with the policies of Epiphany. See above.
  - c. No activity can take place after 11:00 PM.
- 9) Church functions always take precedence in scheduling your event.
- 10) Use Fee: A fee in accordance with the attached fee schedule will be charged for the use of Church property to compensate Epiphany for set up, clean up, utilities, maintenance, and other costs associated with the use intended. All fees must be received at least ten (10) days prior to event date.
- 11) Copies of catering and/or equipment rental contracts must be provided to Epiphany ten (10) days in advance of the event.

**THE CHURCH OF THE EPIPHANY--TEMPE**  
**Facility Use Agreement**

Organization or entity requesting use: \_\_\_\_\_

Description of organization: \_\_\_\_\_

Description of intended use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Night Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Facilities Requested (List): \_\_\_\_\_

Dates / Time Requested: \_\_\_\_\_

**By signing this Agreement, I represent that I am authorized to enter into same and bind myself and the group I represent to the terms hereof.**

AGREED TO AND ACCEPTED:

\_\_\_\_\_  
Facility User

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

Approved by: \_\_\_\_\_

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

Church of the Epiphany--Tempe  
An Arizona non-profit Corporation

**THE CHURCH OF THE EPIPHANY--TEMPE**  
**Facilities Use Fee Schedule**

	<u>Hourly Rates:</u>	
	<u>Members</u>	<u>Non-Members</u>
Parish Hall (3 hour minimum)	\$75.00	\$150.00
Kitchen (3 hour minimum)	\$25.00	\$50.00
Memorial Garden (2 hour minimum)	\$50.00	\$100.00

Sanctuary (2 hour minimum)	\$75.00	\$150.00
Chapel (2 hour minimum)	\$50.00	\$100.00
Farmhouse Conference Room	\$50.00	\$100.00

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Table and chair set-up \$2.00 per table/\$0.50 per chair

Janitorial service \$20.00 per hour per person

**THE CHURCH OF THE EPIPHANY--TEMPE**  
**Room Set-up Form**

Today's Date \_\_\_\_\_  
Organization/Responsible Person \_\_\_\_\_  
Date(s) Requested \_\_\_\_\_  
Contact Name/Phone \_\_\_\_\_  
Caterer \_\_\_\_\_ Caterer's phone \_\_\_\_\_  
Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
Time you will arrive \_\_\_\_\_ Start/finish time of your event \_\_\_\_\_  
Time all leave building \_\_\_\_\_

Facilities Requested

Parish Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Memorial Garden \_\_\_\_\_  
Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Farmhouse Conference Room \_\_\_\_\_

Equipment Set Up Requested

\_\_\_\_\_

Special Needs

\_\_\_\_\_

Clean Up Requested?

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Please use this area to diagram table and chair arrangements.

Number needed: Rectangle Tables \_\_\_\_\_ Round Tables \_\_\_\_\_  
Chairs \_\_\_\_\_

[Parish Hall Set-up Diagram]

(NORTH at top of form)

