



# Space Rental Application

**All Souls Church, Unitarian**

1500 Harvard Street NW, Washington, DC 20009

Phone: 202-332-5266 Fax: 202-332-8968

Contact: Alicia J. Dixon (Ext. 109 & adixon@allsouls.ws)

Contact Person: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Date(s) of function: \_\_\_\_\_

Preferred spaces: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Set-up: from \_\_\_\_\_ to \_\_\_\_\_ Event: from \_\_\_\_\_ to \_\_\_\_\_ Clean-up: from \_\_\_\_\_ to \_\_\_\_\_

Name of function: \_\_\_\_\_ Type of function: \_\_\_\_\_

Number expected: \_\_\_\_\_ Name of organization: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_

## Space Information and Fees

Space	Capacity			Location	Size	Rate/ Hour	Hours Reserved	Total
	Standing	Chairs Only	Tables & Chairs					
Sanctuary (T)	900 (pew seating)			1 <sup>st</sup>	59' X 78'	\$250		\$
Pierce Hall* (W)	250	200	150	1 <sup>st</sup>	40' X 60'	\$200		\$
Library (W)	25		12*	1 <sup>st</sup>	14' X 31'	\$55		\$
Reception Room (W)	15		8*	1 <sup>st</sup>	15' X 18'	\$40		\$
Eaton Room (C)	75	60		2 <sup>nd</sup>	22' X 38'	\$75		\$
Longfellow Room (W)	65	50		2 <sup>nd</sup>	16' X 42'	\$70		\$
Tupper Room (C)	50	35		2 <sup>nd</sup>	15' X 30'	\$60		\$
Dining Room (T)	125	100	80	Lower	39' X 47'	\$125		\$
Gymnasium (W)	200	150		Lower	34' X 61'	\$150		\$
Hamele 3 (T)	75	60		Lower	22' X 30'	\$65		\$
Courtyard	100	75	35	Inner	33' X 67'	\$125		\$
Terrace	300	250	200	Outer	46' X 76'	\$150		\$
Piano*					(flat rate)	\$150		\$
Outside hours*						\$25/\$50		\$
Other								\$
Flooring: Carpet (C); Tile (T); Wood (W)				Total Fee for Space Use, Outside Hours & Piano Use				\$
Refundable Security Deposit (25% of Total Fee for Space Use, Outside Hours and & Piano Use)								\$
<b>Total Amount Due</b> (Total Fee for Space Use, Outside Hours & Piano Use + Refundable Security Deposit)								\$

\*Pierce Hall has no A/C; Library and Reception Rooms have conference tables; piano is in Sanctuary and Pierce Hall; outside of regular church hours--\$50 is for Pierce Hall and Sanctuary on Friday and Saturday evening.

(Please turn this document over to read the **Policies and Procedures**)

## Policies and Procedures

Fees are determined from the time the Renter, their guest and service providers i.e. DJ's, caterers, decorators, performers, bands, etc. need to access the space(s) to the time they depart. Adequate time to set up before the event and clean up after the event must be included in the rental time allotted. Events must end at contracted times. Requested and approved spaces should only be used.

**The space reservation is complete upon receipt of the Refundable Security Deposit (25% of Total Fee for Space Use, Outside Hours and Piano Use), a completed space use application and a signed and dated policies and procedures. The Refundable Security deposit will be refunded under the following conditions: there is no exceptional clean-up or damages; the rental space is in the same condition as found; the Renter, their guests and service providers i.e. DJ's, caterers, decorators, performers, bands etc. have exited the building by the contracted/agreed time.** To expedite the return of the Refundable Security Deposit, submit it as a separate payment. If you choose not to do so, you will have to wait for the accounting department to process a check.

If the full balance is not received two weeks prior to the event, the reservation will be cancelled for non-payment.

### **Cancellation of a scheduled event will result in forfeiture of the Refundable Security Deposit.**

The Renter is liable for damage to the building, grounds, furniture and/or equipment of All Souls Church, Unitarian and the safety of guests. The Renter will be held responsible for costs for repair that exceed the normal wear and tear. The Refundable Security Deposit will be used to pay for such costs. Costs that exceed the deposit will be collected from the Renter.

Signs, photographs, etc., may be displayed in the interior of the building. No items may be applied with any type of adhesive, staples or tack to any walls, doors, glass, etc. Bulletin boards, photographs and decorations that belong to the church will remain in place. Nothing is to be removed or rearranged without approval from the Space Use Manager. Decorations for an event must be placed with care, so there is no damage to the building or furniture.

**Beer and Wine are permissible as long as they are not sold at the event and the number of attendees is 150 or lower.** Other alcoholic beverages not permitted on the property. Individuals must be 21 years or older to consume the aforementioned beverages. If anyone under the age of 21 is caught drinking any alcoholic beverages, the police will be called immediately, and the Renter and their guest(s) will be escorted off of the property.

Food is permitted, but preparation and cooking are not allowed in the kitchen. Items may be stored in the walk-in refrigerator, and the oven may be used to warm up (not cook) food. The sink is also available for clean-up. The kitchen must be cleaned after it is used. Food and beverages are not allowed in the Sanctuary.

All Souls will only provide tables and chairs. Tablecloths, plates, utensils, easels, etc. must be provided by the Renter. If the Renter needs the All Souls staff to set up tables and chairs, they must submit set-up instructions and/or a diagram one week prior to the event. If the information is not received by the requested time, the Renter will be responsible for the set-up of tables and chairs.

Sweeping of floors, wiping of tables and basic clean-up of all food, beverages and trash are required immediately after the event. After the trash has been gathered, it must be discarded in the dumpster located on 15<sup>th</sup> Street.

All Souls Church, Unitarian cannot be responsible for deliveries from caterers, florists and furniture rental, etc. to the building or for things left before, during or after an event. Before deliveries and pick-ups (food, flowers, sound equipment, etc.) are scheduled, please contact the Space Use Manager to get an appropriate day and time frame.

No smoking is allowed on All Souls' property at any time.

No group, organization, or individual may solicit or post signs espousing a political cause, party or person.

If the Renter and/or their guest(s) conduct themselves in a manner that may be dangerous to the staff, guests and property of All Souls Church, Unitarian, the police will be called, and the Renter and their guest(s) will be escorted off of the property.

Loitering in the halls and outside All Souls is not allowed. If the Renter and/or their guest(s) refuse to leave the property after the contracted end time, the police will be called to escort them off of the property.

**All Renters using the facilities assume liability for, and shall indemnify and hold harmless, the owners of the real estate and its respective officers, trustees, directors, agents, employees and members against and from any and all liabilities, obligation, losses, penalties, claims, actions, suits, damages, expenses, disbursements (including legal fees and expenses), or cost of any kind and nature whatsoever in any way relating to or arising out of any activity of the Renters and their guests. The Church and its respective officers, trustees, directors, agents, employees and members shall not be liable to any user using the Church or of any person on or about adjoining grounds by the Renter's consent, invitation, or license, expressed, or implied for any loss, expense or damage to either the person or property sustained by reason of any condition of said "Church" or due to the act of any agent of the Church or the act of any other person whatsoever.**

**I/we the undersigned, have received and read the All Souls Church, Unitarian (Washington, DC) Policies and Procedures and agree to abide by the policies therein. Failure to abide by the policies will result in forfeiture of Refundable Security Deposit and possible denial of future use of the facilities**

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date