

APPLICATION FOR BUILDING USE

CHURCH OF THE GOOD SHEPHERD

155 WYLLYS STREET
 HARTFORD, CT 06106
 860-525-4289 - 860-525-7172 (FAX) cgsparish@att.net

Name of Event _____ # of Attendees: _____

Date of Event: _____ Time of Event: From _____ To _____

Access needed (including set up and close down) Date: _____ From: _____ To _____
 (No additional charge for set up and cleanup up to a combined total of 2 hours)

Space Requested (Check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Church Sanctuary | <input type="checkbox"/> Parish House Ballroom | <input type="checkbox"/> Parish House Lounge |
| <input type="checkbox"/> Church Chapel | <input type="checkbox"/> Parish House Kitchen | <input type="checkbox"/> Parish House Meeting Room |
| <input type="checkbox"/> Grounds/ Front Lawn | <input type="checkbox"/> Parish House Library | |

Sponsoring Organization / Individual:

Name _____

Address _____

Contact Person _____

Phone: Office _____ Home/Cell _____

Email address _____ Fax: _____

By checking this box, you signify that you have read, reviewed, understand and agree to the Policy and Procedures Document.

Set Up Requirements:

Rectangular Tables (x-y people each) _____

Round Tables (8-10 people each) _____

Chairs: _____

Other (please specify) _____

Return completed application at least 1 month prior to the event

Date received: _____

		For Office Use Only		
Room(s) Requested			Total Amount Received	
Deposit Received			Deposit Returned	

Parish Administrator, cgsparish@att.net

Date _____

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HOLD HARMLESS AGREEMENT

We, _____

Agree to protect, indemnify, save and hold harmless Church of the Good Shepherd, 155 Wyllys St., Hartford, CT, the Episcopal Diocese of Connecticut, and the Trustees of the Colt Bequest from any and all loss, cost, damage, or expense, including attorney fees, arising out of or from any accident or other occurrence on or about said premises during or related to the above scheduled event, causing injury to any person whomsoever or any damage to any property whatsoever and will protect, indemnify and save and hold harmless the above cited entities to be protected from any and all claims arising out of our use of the aforesaid premises.

By: _____
Signature (Event Organizer)

Title: _____

Witness: _____
Signature (Parish Administrator)

Date: _____

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A Model Policy on the Use of Alcoholic Beverages in Congregations

(Revised and adopted by the Bishop and Diocesan Executive Council 12/16/2009;

adopted by the Bishop and Diocesan Executive Council to apply to diocesan events, 12/16/2009)

This Diocese seeks to welcome and minister to all of God's people. To that end, parishes and the diocese must purposefully regulate alcohol use at their functions. Responsible alcohol use or abstinence is required at all church functions.

The serving and/or consumption of non-sacramental alcohol at any church or diocesan related event, whether held on church property or elsewhere, is permitted only when all of the following conditions are met:

- The clergy, wardens and vestry approve the serving of alcohol prior to the event and ensure that responsible adults oversee the serving of alcoholic beverages to assure full compliance with this policy, including the moderate consumption of alcohol.
- All laws regarding alcohol are complied with including those related to the sale of alcoholic beverages and the prohibition on serving alcohol to minors (those under 21 years of age.)
- The event is not a youth event or youth sponsored event. (See Diocesan Policies for the Protection of Children and Youth.)
- Moderation is observed in the serving and consumption of alcoholic beverages.
- No business or open discussion of issues is conducted during or after the serving of alcohol. Business includes the work of vestry, search committee, all church committees and councils, and church schools.
- Non-alcoholic beverages are offered in a way that is equally attractive and accessible as alcoholic beverages.
- Any beverage or food which contains alcohol must be clearly labeled as such.
- The offering of alcohol is not advertised or promoted in any way, and shall not be the primary purpose of the event. Alcohol may never be used as an enticement for any function (e.g. wine tasting, wine & cheese, BYOB dinner, etc.)
- Prior to any event that is not "usual and customary," the clergy, wardens and vestry determine whether liquor liability insurance coverage is needed. Church events that are not "usual and customary" include events at which alcohol is sold and/or the serving of alcohol on church property by a tenant (e.g. wedding reception, civic group dinner, etc.) Ask the diocesan insurance officer before the event if liquor liability insurance is needed.