

Church of St. John of Damascus  
300 West Street  
Dedham, MA 02026  
(781) 326-3046

April 2004

**The following Rental Policy contains important information regarding the use of the hall. It is imperative that you read and review the items listed. If you have any questions regarding the policy and its guidelines please call the church office at (781) 326-3046. Please note that the Rental will be considered *NULL AND VOID* if the application for hall rental (also enclosed) is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Rental Committee. The application date is the date the application is mailed or otherwise provided to the applicant.**

## RENTAL POLICY

1. **APPLICATION:** Hall rental applications may be obtained from our Website or by calling the church at the number above. All hall rentals (both large and small hall) for any parishioner, non-parishioner or Church organization require an application. No rental shall be considered until a completed and executed application is submitted to the Rental Committee together with the appropriate fees, including the necessary security deposit., at a time no later than two weeks after the application date. All rentals are subject to the approval of the Rental Committee.

2. **RENTAL FEE:** Large Hall - Non-Parishioner \$1000.00 (including small hall)a  
Parishioner (in good standing) \$475.00 / Saturday night \$575.00  
(including small hall)  
Small Hall – Non Parishioner – No rental  
Parishioner (in good standing) \$150.00  
There will be no small hall rental on Saturday night during ballroom dancing

**The Rental Fee must be paid in full at least sixty (60)days prior to the rental date or with the application whichever is sooner.**

3. **SECURITY DEPOSIT:** Large hall non-parishioner \$500.00  
Large hall parishioner (in good standing) \$250.00  
Small Hall \$100.00

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved. The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages, or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, the applicant agrees to either perform the repairs to the Church's satisfaction or pay for the extra damages.

4. **CANCELLATION POLICY:** A written cancellation request must be received by the Church office. Refunds will occur as follows:  
If the written cancellation is received greater than 60 days-full refund of rental and security deposit.

If the written cancellation is received between 46 and 60 days-full refund less \$100 cancellation fee.

If the written cancellation is received between 15 and 45 days for a Sunday to Friday event- full refund less \$300 cancellation fee.

If the written cancellation is received between 15 and 45 days for a Saturday event-security deposit refund only.

If the written cancellation is received 14 days or less for a Sunday to Friday event-full refund less a \$450 cancellation fee.

If the written cancellation is received 14 days or less for a Saturday event-No refund.

5. **TIME:** Each rental shall be for a period of five (5) hours. Additional time (over the five hour rental time for the function) is subject to the approval of the Rental Committee at an additional cost of \$200.00 per additional hour, for no more than two additional hours. Additional cost is determined and subject to change by the Executive Board. Additional time must be requested at the time of application.

6. **CAPACITY:** The maximum capacity of the large hall shall be three hundred and fifty people (250 with a dance floor, 300 with no dance floor, 350 - auditorium style) and the maximum capacity of the small hall shall be seventy-five (75) persons.

7. **HALL SET-UP:** The hall will be set-up based upon your written request and diagram to the church office, no later than ten days prior to the event. No other changes to the hall configuration may be made once the event has begun.

8. **DECORATIONS:** Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed. Decorations shall be reviewed with rental committee for proper consideration of the Church facility (Tablecloths can be provided at an additional cost to the rentee.)

9. **CUSTODIAL SERVICES:** All rentals include set up time for your event, on site coverage at/during your event and the breakdown of tables etc. at the conclusion of your event.

10. Renting party is responsible for clean up of hall area (upper and lower), making sure all rubbish gets into the trash bins. This is critical to security deposit refund.

11. Renting party/caterer is responsible for the complete clean-up of kitchen area. Countertops should be washed, Ovens and Microwaves should be cleaned, Floors should be swept, Trash should be placed in the outside dumpster, Coffee Machine should be washed, Wash and Clean Sinks and surrounding area, Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of the committee. This is critical to the security deposit refund.

12. **NO cooking or grilling** will be allowed on the property. Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

13. In kitchen rental party/caterer may use the following: coffee pots, coffee urns, refrigerator, freezer, ice machine and stoves and ovens, microwave (for warm up only).

14. In kitchen rental party/caterer **may not** use the following: dishes, china, pots, pans, utensils, table linens, serving trays, dishwasher

15. This facility is a **NO SMOKING** facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility.

16 No religious ceremonies, other than those of the Orthodox Christian Faith, may be performed in the Church facility or any part of the Church complex

**17 INDEMNIFICATION/HOLD HARMLESS:** The renting party, by executing the application form, shall agree to indemnify and hold harmless the Church of St. John of Damascus, its agents, servants, employees, and Executive Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

**18. ALCOHOLIC BEVERAGE POLICY:** If alcohol is to be served the rental must include the use of our bar area. The following guidelines will be upheld whether parishioner, non-parishioner or church organization hall rentals

- A. Members of the bar committee will serve as bartenders (no one else). This is an additional fee to be paid by renting party
  - B. Cash bar will be charged at current market prices as established by our bar committee
  - C. Open bar is available for parishioners in good standing only. Arrangements can be made with our bar committee prior to the night of the function
  - D. All alcoholic beverages will be served from the bar area and not from any other area of the facility
  - E. Renting party must serve food/snacks when using the bar
  - F. Renting party must serve coffee at least 1 hour prior to bar closing
  - G. Renting party must provide at least 2 designated drivers for those in need at the end of the function.
  - H. All proceeds from the bar are to go to the Church of St. John of Damascus
  - I. The Executive Board (through the bar committee) has full control of the bar and the serving of alcoholic beverages and may, in its sole discretion, refuse alcoholic beverage to any person or close the bar in its entirety.
19. There are 2 additional fees that parishioners, non-parishioners, and Church organizations will include upon use of our bar services.
- A. Police detail – A 1 man police detail will be set up by the Church to be on call at the premises for the duration of your rental. The cost of the detail will be added to your rental fee at the current rate for police details.
  - B. A 1-day liquor license must be obtained from the Town of Dedham. The cost will be added to your rental fee if you require this service. This process takes 45 to 60 days to get so please let the committee know early.
20. Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.
- 21 This hall rental agreement may be amended by the rental committee to fit the particular needs of the rental party. This would require the approval of the Executive Board.
- 22 If the rental occurs during a period of fasting of the Church (the red colored dates on your church calendar), we ask that you maintain the fast by not serving meat (red meat, chicken, pork, etc) at the Function.