



St. Paul's Episcopal Church
27 Plains Road, PO Box 82
Windham Center, CT 06280
stpaulswindhamct.org

St. Paul's Episcopal Church Parish Hall Use Form

Contact information for group liaison

Name: _____

Phone: _____

Nature of Use: _____

Date(s) requested: _____

Time requested: _____

Number of people in Parish Hall space: _____ Max capacity ***Follow COVID GUIDANCE***

Groups of non-parish members are requested to make a \$50 donation to offset facilities costs.

COVID-19 Precautions (Please note, these are subject to change)

Taking attendance including contact information of attendees is required for contact tracing.

Hand Sanitizer and cleaning supplies are available in the parish hall. Tables and chairs should be sanitized and wiped down at the end of any meeting.

The following Covid Mitigation Strategies are **required**:

- Meeting outside in the Memorial Garden

If Meeting Indoors

- Masking
- Social Distancing
- HVAC system for air circulation
- Windows open for air circulation

Signature: _____

Date: _____

Approved by Vestry y[] n[] Date: _____

Funds received y[] n[] Date: _____

Insurance and Liability:

- A. All parties using the St. Paul's facilities must submit a copy of insurance or compensate St. Paul's Episcopal Church for adding a rider to our policy for your event or regular rental. No one may use these facilities without proof of insurance unless otherwise permitted by the clergy and vestry.
- B. Use of drugs and smoking is strictly prohibited.
- C. Safety of children, the elderly, and "at-risk" persons is a primary concern. We expect that all vulnerable people will be looked after properly.
- D. Damage or excessive wear and tear to the facilities must be paid for.

Clean-up Checklist:

- Parish Hall is clean
- Tables and chairs sanitized and wiped down
- Chairs and tables put back in place
- Kitchen cleaned
- Food removed/donated
- If leaving more than 1 bag of refuse, renter is responsible for removal
- HVAC set back to original temperature
- All lights off
- All doors locked

Signature of Responsible Party: _____

Form Approved by St. Paul's Episcopal Church Vestry February 2022

