Parish House User Contract

To request use of the Parish House, please return form to PO Box 377, Gambier, OH 43022, or Harcourt.Parish@kenyon.edu. To check availability, see the Parish House calendar at www.harcourtparish.org or call the parish office at 740.427.2187.

The Parish House is owned, supported, and maintained by Harcourt Parish, an Episcopal congregation in the Diocese of Ohio. Contributions made in aid of the expenses associated with sustaining this outreach service are greatly appreciated.

Contact Person: ____________________________________________________________

Department / Organization: ________________________________________________

E-mail: ___________________________ Phone: ________________________________

Address: __________________________________________________________________

Event Date: ___________ Start Time: ___________ End Time: ___________

Type of Event:  ❑ Kenyon College event  ❑ Personal event

Description of Event: ______________________________________________________

Request permission to serve alcohol:  ❑ No  ❑ Yes

(Please note that Harcourt Parish generally does not permit the service of alcohol at Kenyon events where those under 21 years of age will be present.)

Fee Schedule:  $15 per Kenyon College event    $100 per Personal event

All users are required to pay a $30 refundable cleaning deposit.

Payment Options:

❑ Kenyon Account Number ______________-__________ . (Authorizes payment of rental fee, refundable cleaning deposit, and any indicated donation.)

❑ Check. (Make payable to Harcourt Parish. Separate checks for rental fee and refundable cleaning deposit.)

❑ Additional Donation of $___________ . (Harcourt thanks you for your generosity in support of the Parish House!)

Agreement of Use: I understand the Parish House Policy for Use and obligation to follow the clean-up guidelines and agree to abide by the policies set forth by Harcourt Parish. I understand that I and/or my organization will be held liable for any damages incurred to the property during this function.

________________________________________________________
Responsible Party

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Harcourt Parish Authorization: ___________________________ Date: _________________
Payment Processed _______ Payment Received _______ Deposit Refunded _______
Parish House Policy for Use

The people of Harcourt Parish are pleased to extend the hospitality of the Parish House. To ensure continued availability of the Parish House, please bear in mind the following policies. Decisions regarding the use of the Parish House ultimately rest with the rector of Harcourt Parish. The parish reserves the right to cancel a reservation at any time.

1. Smoking is prohibited on the entire property, both interior and exterior.

2. Alcohol use is prohibited unless prior consent is given by the rector. Users bear all legal responsibility for any repercussions related to alcohol consumption.

3. Out of respect for the upstairs tenant, an appropriate noise-level must be maintained.

4. Reasonable standards of decorum must be adhered to. Failure to do so will result in removal from the premises and/or a fine.

5. Users are required to adhere to the Parish House Clean-up Guidelines, which are posted in the Parish House. Failure to do so will result in forfeiture of the cleaning deposit.

6. Users must supply their own linens, both tablecloths and napkins.

7. All food items must be removed from the Parish House at the close of the reservation time. Please do not leave items in the refrigerators.

8. All windows and doors must be closed, ovens and other appliances turned off, and lights turned off at the end of the event. Failure to do so will result in a fine levied toward additional utility costs.


10. Items left on the premises will be donated to charity.