

IONA-HOPE

IONA-HOPE Episcopal Church

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Episcopal
Church

General Guidelines Governing the Use of Iona-Hope's Church Property

Every individual, group or group of individuals or organizations (all referred to as GUESTS) desiring to use Iona-Hope's Church building, grounds or property for a private or public purpose is required to agree to the following terms in advance of said use:

All GUESTS must observe proper standards of conduct when upon or within Iona-Hope, or in the vicinity of Iona-Hope Church property.

Iona-Hope is a smoke-free building. No smoking is allowed anywhere in or around the building or premises.

Bathroom and kitchen areas must be in the same condition in which they are found prior to leaving the premises.

Automobiles, bicycles, etc., shall only be operated and parked in the areas set aside for those purposes.

GUESTS shall not have access to any portion of the PREMISES other than the area that has been approved for use.

GUESTS shall not use telephones, audio/visual systems and other equipment without specific authorization and instruction.

Furniture/fixtures shall not be moved without permission. All items moved shall be returned to their original locations prior to leaving the premises. GUESTS are responsible for any damage or breakage to furniture/fixtures as a result of having moved them.

Special efforts will be made to accommodate charitable and community service groups. USES involving ticket sales or fees and USES that are profit-oriented will not, as a general rule, be permitted.

A signed PREMISES USE AGREEMENT AND APPLICATION will be required before USE OF PREMISES will be approved. A security deposit and/or proof of insurance may be requested.

Requests for USE OF PREMISES shall be made by completing a PREMISES USE AGREEMENT AND APPLICATION and filing with the Church Office at least two weeks in advance of the date of requested USE.

The PREMISES USE AGREEMENT AND APPLICATION must be approved by the Property Use Committee/Pastor of Iona-Hope Episcopal Church, in writing, at least 48 hours in advance of any access to the PREMISES.

Name of Responsible Group/Individual _____

Address _____

City _____ State _____ Zip Code _____

Telephone () _____ Cell () _____

Date(s) and Time(s) requested: (Include entire time that access to the PREMISES will be required)

Purpose: (Provide general description of the activity – i.e. concert, lecture, meeting, etc.. Is meeting part of regularly scheduled series?)

Specific space requested: (Meeting room(s), Worship Center, yard, etc.)

Equipment required, if any:

Will you be bringing any equipment? Yes _____ No _____

If so, please describe: _____

Number of people anticipated: _____

Will a fee be charged? Yes _____ No _____ If yes, on what basis? _____

Will nursery be needed? Yes _____ No _____

Will you need to move any furniture/fixtures? (If moving approved, all furniture/fixtures must be handled carefully and returned to their original locations.) Yes _____ No _____

If yes, which furniture/fixtures? _____

I understand that a fee may be required and is due prior to access to the PREMISES. I have read and agreed to the General Guidelines Governing the Use of Iona-Hope's Church Property.

Signature _____

Printed Name _____

Group/Organization, if any _____

Position/Title _____

Phone Number _____

Date _____

FOR IONA-HOPE USE ONLY:

Current or prior use of premises? Yes ___ No ___ If yes, when? _____

If yes, current or past contribution per use: \$ _____

This application approved by _____

Printed name _____

Position/Title _____

Approved contribution per use: \$ _____

Additional fee, if any: \$ _____ Reason: _____

Today's date: _____