



THE PARSONAGE HOUSE POLICIES & GUEST AGREEMENT

An Evangelical Fellowship Church Ministry

www.theparsonagehouse.org

APPLICANT: Please fill out the required information. Read, print and sign all three pages. Mail in all three pages, along with the security deposit, to the address found on page three.

GUEST INFORMATION

Name: _____

Mailing Address: _____

E-mail Address: _____ **Phone:** _____

Ministry Name: _____

Ministry Position: _____

Ministry Address: _____

Ministry Phone: _____ **Ministry Website:** _____

Is this your first stay at the Parsonage House? YES NO

Are you applying for yourself? YES NO If NO, for whom are you applying? _____

IMPORTANT: Please give a brief description of your position in the Christian ministry you are serving under on the reverse side of this document.

Are you a family or a church group? FAMILY CHURCH GROUP

In either case, please list the names and ages of those who will be staying in the Parsonage House:

If you are bringing any pets, please list the animals: *Please read the Pets section on the policy.

Are there any special circumstances that are required for your stay? YES NO

If YES, please explain: _____

What is your FIRST CHOICE reservation dates? _____

If first choice is not available, please choose alternate dates: _____

How did you hear about us? INTERNET SEARCH CHURCH FRIEND FAMILY COLLEAGE OTHER

If OTHER, please explain: _____



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THE PARSONAGE HOUSE is a facility owned by the Evangelical Fellowship Church and operated by volunteers associated with the congregation of Evangelical Fellowship Church. The Parsonage House is available without charge to Christian individuals and families involved in Christian ministry.

RESERVATIONS / SCHEDULING - All scheduling is arranged with EFC by request online or by phone at 845-687-7952, on a space-available basis and may be scheduled up to one year in advance. All requests to stay are subject to the review and approval of The Parsonage House directors.

CHECK-IN PROCEDURE / FIRST TIME MEAL – A detailed check-in list will be sent by email before the reservation date. Check-in time is noon on the day of arrival (There may be times when access to the house is unavoidably delayed due to cleaning or maintenance issues). A meal is provided for first time reservations only. This meal will include unprepared foods, snacks and beverages.

CHECKOUT PROCEDURE / CLEANUP - Check out time is 11am on the day of departure. Permission for an alternate checkout time may be given with pre-approval from the Parsonage House directors. Cleaning of the house is not required, but never refused. Upon checkout, the house should be locked and the keys are to be placed in the outdoor porch key holder.

HOUSE SECURITY - A house director or caretaker will be available to contact throughout the guests stay.

REQUIRED DOCUMENTATION & SECURITY DEPOSIT

- 1) Signed policy agreement must be submitted in advance of check-in.
- 2) A refundable security deposit of \$200 must be submitted in advance of check-in. Personal checks are voided upon check-out / Money orders and Bank checks are returned to the party who made the reservation. The security deposit is refunded unless; a) There has been more than usual and customary damage to the Parsonage House and/or the total number of days exceeds the scheduled amount made without prior approval from a director.

LIABILITY - Guests are liable for, but not limited to, all damages, expenses, and losses including theft, property loss, and long-distance telephone charges caused or incurred by any person attending, participating, or providing goods or services in connection with the Guest's use of the premises. The Parsonage House contains furnishings and the Guest is responsible for the professional cleaning or restoration when condition of furnishings or house is not considered usual or customary by the House Directors. Guest's responsibility includes the proper use of yard. Failure of guests to vacate the premises as specified will result in billing to the Guest for the complete stay. The Guest agrees to use the premises and facilities in a careful, safe and proper manner and to hold the congregation of Evangelical Fellowship Church and EFC volunteers harmless from any and all claims for malady or injury to persons or damage to property arising out of such company. EFC and church volunteers are not responsible for lost or stolen items.

FURNITURE/EQUIPMENT - Moving furniture and/or equipment is strictly prohibited. No materials may be attached to walls, fixtures or furnishings. Pictures may not be removed. All delivery and pick-up arrangements of any equipment must be scheduled through the EFC office during business hours.



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ALCOHOL / SMOKING / ILLEGAL DRUGS / GAMBLING - Alcoholic beverages, smoking paraphilia, illegal drugs and gambling are prohibited on all EFC properties. Violation of this will result in expulsion from the premises without a refund of the security deposit.

HOUSE PETS / ANIMALS - Pets are restricted on EFC property without first being pre-authorized. Any damages, extra cleaning and/or pest control relating to Pets are subject to forfeiting the security deposit. Having an unauthorized pet on EFC property is grounds for immediate expulsion from the premises without a refund of the security deposit.

MAINTENANCE ISSUES - During your stay, promptly report any maintenance problems to the House Director / Caretaker. Please do not leave doors or windows open while the A/C and heat are operating. House Directors / Caretakers may enter the premises to respond to any maintenance and/or housekeeping issue during your stay.

PERSONAL PROPERTY - EFC directors and volunteers are not responsible for the security of your personal property including but not limited to acts of theft, vandalism, or other damages to any personal property or for personal items left by guest in the accommodation at departure or during your stay.

HOUSE PARKING - Parking in the driveway is reserved for the guest groups and families. House directors, caretakers and church patrons may also use The Parsonage House parking lot when necessary.

GOOD NEIGHBOR POLICY - We respectfully request that guests remember that they are staying in a church owned home during their vacation. Please treat it with care and leave it in good condition at check-out. Please observe all property rules and regulations. Boats, Boat Trailers, Recreational Vehicles, etc. are restricted to parking in designated areas. Please check with the house director at time of check-in for the appropriate parking procedures. Outdoor activities must be quite after 10:00 p.m. The Parsonage House Directors serve as the agent/manager for the owner of church property and has the authority to evict guests who do not adhere to the management and property rules and regulations.

THANK YOU - Thank you for allowing EFC the privilege of serving you with the love of Jesus and a wonderful place to stay.

****PLEASE COMPLETE, SIGN AND MAIL ALL THREE PAGES WITH YOUR SECURITY DEPOSIT****

MAILING ADDRESS:

The Parsonage House
c/o Evangelical Fellowship Church
PO Box 686
Stone Ridge, NY 12484

SIGNATURE AND DATE

Parsonage House Guest

Date

EFC Representative

Date