

All Saints Episcopal Church
Building Use Application and Agreement

All Saints Episcopal Church ("Church") makes use of its facilities available to the person or organization ("User") named below subject to the terms set forth in this agreement. Please complete the following application and sign the agreement then submit to the Parish Administrator in the Church office.

Contact Information

Name: _____

Organization: _____ Non-profit: _____ no _____

Address:

City/State/ZIP: _____

Phone: _____ Fax: _____

E-mail: _____

Event Information

Type of event:

Date of event: _____ Number in attendance: _____

Time In: _____ Time Out: _____

(These times should include any setup and cleanup times before and after the event.)

Requested rooms/spaces: _____

Requested # tables/chairs: _____

Other amenities: _____

Alcohol Served: yes _____ no _____

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Fees: _____

Deposits: _____

Other charges: _____

It is the hope of All Saints Episcopal Church in making its facilities available that your event will be enjoyable, safe, and productive. Please review the following terms of use and discuss any concerns or questions that may arise.

Terms of Use:

1. The Church intends to honor this agreement with you to keep your reserved space available. If certain circumstances arise, such as a funeral, the Church may reschedule events of an ongoing or recurring nature.
2. The Church desires to make the use of its facilities available to the widest possible audience while upholding its stated mission and ministry goals. The User acknowledges any inappropriate actions or undisclosed intent may result in the immediate termination of this Agreement and continued access to the facilities. The User agrees, in the event of such termination, to waive any claim or right to damages or reimbursement for expenses, other than fees, deposits or other charges collected by the Church.
3. If serving alcohol or otherwise requested by the Church, the User agrees to provide a certificate of insurance in advance of the event.
4. The Church desires to make interior spaces pleasant to use and occupy for a variety of events and purposes. The User agrees to not use any adhesive(e.g. stickers, tape, or glue) or any fixture(e.g. push-pins, staples, or nails) which might damage or otherwise compromise the appearance of interior surfaces such as painted areas or woodwork.
5. The Church values the safety and health of the people of every person who uses our facilities. The User agrees to not make use of any kitchen equipment, utensils or supplies for any purpose, including cooking or heating of food or drink. The Church may allow use of the kitchen during catered events for food storage and staging purposes.
6. The partition wall in the Parish Hall requires certain knowledge and tools in order to move, open or close without causing damage to the floor or wall itself. The User agrees to not move, open, or close the partition wall.
7. The User agrees to not allow smoking inside Church buildings.

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8. The User agrees to make sufficient plans and provisions for the adult supervision of minors at all times.
9. In general, animals(excluding service animals) are not considered appropriate for inclusion in any events. Any exceptions must be applied for, and agreed to in writing prior to the event.
10. The Church wants to provide clean and orderly spaces for anyone who wants to use the facilities without charging any unnecessary expense. The User agrees to clean any parts of the premises used during the Agreement or make advance arrangements to pay the Church for cleaning services. The User further agrees to remove any furnishings or materials brought in for the event, remove any garbage, clean any tables or chairs used during the event, and return the room to its original condition.
11. The User agrees to pay to the Church the cost of any false security system alarms caused by the event participants or attendees.
12. The User agrees to reimburse the Church for any damages or losses to the Church resulting from use of Church facilities.
13. The Church makes no warranty express or implied concerning the condition or suitability of Church facilities for any purpose. The User is solely responsible for inspecting Church facilities to determine if they are in suitable condition for the User's intended purpose.
14. The User agrees to release and forever discharge the Church from, and agrees to waive any right to sue the Church for any and all claims, costs, or liability, whether in contract or tort, for any bodily injury, death, property loss or other loss arising out of User's use of the Church facilities.
15. The User agrees to comply with all ordinances, statutes, and regulations of all local, State, and Federal authorities and agencies. The User hereby agrees to defend, indemnify, and hold harmless the Church and its employees and representatives from all penalties, fines and costs, damages and expenses from failure to comply.

I, _____(print name), hereby agree to comply fully with the terms above and have authority to enter this agreement on behalf of the organization named above.

Signed: _____

Approved by: _____

Date: _____

Date: _____