

Church of the Holy Communion (Episcopal/Anglican) Facility Use Agreement

1. PREMISES AND PARTIES:

Church of the Holy Communion (Episcopal/Anglican) hereby agrees to grant the use of the

Undercroft/ parish hall/Sanctuary to _____ for the purpose of

(event) _____ on the _____ day of _____,

20____, from (time) _____ A/P.M to _____ A/P.M.

2. PAYMENT:

Groups shall pay to Parish the following due 30 days prior to said event:

- a) The facility cost for the use of the parish hall is \$_____
- b) Should additional time be required for security, the security officer will be reimbursed an addition of at least \$40 per hour, payable by the host(s) of the event to the Parish at the time the facility use fee is paid

3. DAMAGE SECURITY DEPOSIT PAYMENT:

A Damage Security Deposit of \$_____ is required for the use of the undercroft/ parish hall fourteen days prior to the event. Said deposit(s) will be refunded within seven days following the event upon the condition that no damage is done to the premises, grounds and building of the Church. In the event of damage, the deposit will be used to pay for all costs of repair. The balance of the deposit, if any, will be refunded to the host(s) together with an itemized list of repair costs within thirty days of the event. If the cost of repair is higher than the security deposit, the host(s) agrees to pay said excess in full within thirty days after receipt of a statement for said damages.

4. INSPECTION

The host(s) hereby states that an inspection prior to and after the use of the premises and all furnishings therein has been conducted with the **Rector, Warden, Administrative Assistant, or designated representative**, and acknowledges that there are no present damages except:

5. RESPONSIBLE PARTY:

A "Responsible Party" may be assigned by the Parish for said event. The responsibilities of the Responsible Party shall be to:

- 1) Monitor all activities inside and outside of the designated facility, including eating and drinking

- 2) Monitor all alcohol consumption to ensure that absolutely no alcohol is consumed or taken outside of the designated area
- 3) Advise the host(s) and security officer of any problems related to alcohol consumption.

The host(s) agrees to work with the assigned security officer and designated Parish representative. The security officer will have final jurisdiction over any matters of security that arise during the scheduled event.

6. VACATING PREMISES:

Music shall be concluded no later than 12:00 P.M without exemption. The facility must be cleared and vacated by 1:00 A.M. Should there be violation of this rule, an additional \$175 will be assessed.

7. ALCOHOL USAGE CLAUSE:

The host(s) agrees to monitor alcohol usage by all guests attending the event. Alcohol may only be consumed in the designated hall. Host(s) agrees to follow all state and local laws and ordinances regarding the serving and consumption of alcohol. Host(s) shall be solely responsible for any and all liabilities arising from alcohol consumption that may result in injury to persons or property. The parish is in no way liable for any injuries which occur on or off the premises arising out of alcohol consumption at the scheduled event.

8. COMPLIANCE WITH LOCAL AND FEDERAL LAW:

HOST(S) HEREBY WARRANT(S) that the scheduled event will comply with all federal and local laws. If the event is in violation on any such law, the host(s) will be solely liable for the consequences and will indemnify and hold the Parish guiltless for any such violation.

9. CHURCH OF THE HOLY COMMUNION (EPISCOPAL/ANGLICAN)

Host(s) hereby state(s) that he/she/they have read and clearly understand the FACILITY USE POLICY and RULES of the Church of the Holy Communion and hereby agree(s) to comply with the terms and conditions there in.

DATED this _____ day of _____, 20_____

Signature of Designated Representative _____

Signature of Host(s) _____

