



St. Julian's Episcopal Church

Agreement for Community Groups Meeting Monthly in Parish Hall

1. One key will be issued to the group's designated representative. Keys are not to be copied or transferred to other representatives without first contacting the church office at 770-949-9949 and asking permission.
2. At the conclusion of each meeting, the group's designated representative must complete and sign the building use checklist found on the counter top to the right of the refrigerator. Once completed, it must be placed in the group's designated sleeve on the adjacent bulletin board.
3. Community groups will be required to reschedule planned meetings when conflicts arise between the scheduled meeting date and the needs of the church or its members. In the event of such a conflict, every effort will be made by St. Julian's to give the community group as much advance notice as possible.
4. Vehicles are not to be driven on the sidewalk that leads from the parking lot to the parish hall.
5. Tables and chairs may be used and arranged as needed, but must be cleaned and returned to their original location at the conclusion of the meeting.
6. While occupying the building, the thermostat in the large meeting room in the parish hall may be adjusted to a comfortable temperature as needed. Upon leaving, reset the thermostat to 80 degrees in summer and 65 degrees in winter.
7. Outside doors are not to be propped open during the meeting time.
8. Smoking is not permitted anywhere inside the building.
9. At the conclusion of the meeting, floor must be swept and mopped, as needed. All trash must be removed and placed inside the receptacles located in the parking lot. Replace can liners.
10. Any decorations must be removed.
11. Bathrooms must be checked for running water; lights turned off.
12. All doors must be locked by the key lock on the door's exterior, with the breaker bars in the released position (not locked down). Hex key, to lock and unlock the breaker bars, is located just inside the right side of the far right closet door.
13. All parish hall lights must be turned off.

For Groups Also Using the Kitchen:

1. Groups must provide their own paper plates, cups, plastic utensils, towels, and ice.
2. Oven and microwave may be used for warming already-prepared foods. No cooking from scratch is permitted.
3. Oven, if used, must be turned off.
4. Kitchen dishes and utensils may be used; any item used must be washed, dried and returned to its original location.
5. No food or drink belonging to St. Julian's may be used or consumed.
6. All surfaces in the kitchen must be wiped down and left clean.
7. Sinks must be left clean and free of food debris. Leave no running water.
8. No food or drink belonging to the group is to be left in the kitchen for future use.
9. Remove all trash and place it inside the receptacles located in the parking lot. Replace can liners.

Group Name: _____

Monthly meeting day: _____

Representative name: _____

Representative contact number: _____

Representative email address: _____

Group or Representative's mailing address: _____

Monthly Donation: Donation can be paid in advance of meetings, monthly, quarterly, or semis annually.

Make all checks payable to St. Julian's Episcopal Church, 5400 Stewart Mill Road, Douglasville, GA 30135

Group Representative must sign below and initial the following:

_____ The person(s) or group using the facilities at St. Julian's shall indemnify and hold harmless St. Julian's Episcopal Church from and against claims for damages, losses, and expenses resulting from any acts of the person(s) or group using the facilities except for claims, damages, losses and expenses caused by or resulting from sole acts of St. Julian's.

_____ Any damage incurred as a result of the meeting event will be the responsibility of the group holding the meeting.

_____ Any group not complying with guidelines for building use or cleaning requirements can be charged an additional fee of up to \$100, or have this meeting agreement revoked.

_____ St. Julian's can, at any time, cancel the community group's planned meeting due to unforeseen circumstances (i.e. funeral).

I have read, understand and agree to the guidelines for use of the facilities of St. Julian's.

Group Representative Signature: _____ Date: _____

Signed agreement must be received in the church office by January 31 of each calendar year in order for groups to continue meeting at St. Julian's.