



St. Julian's Episcopal Church

Agreement for Use of Parish Hall for Special Events

1. An event request and agreement must be submitted by the event sponsor to the church office for approval.
2. Once approved, the event sponsor must provide in separate checks: 1) security deposit, and 2) donation for actual use of the building. All bookings are tentative until a signed agreement along with both checks are received. *(See required deposits/donations on next page.)*
3. At the conclusion of the event, the sponsor 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 special event sleeve on the adjacent bulletin board.
4. If the event is cancelled for any reason, the security deposit will be returned and the donation for building use refunded based on the following schedule:

120+ days prior to the event	Full refund	31-60 days prior to the event*	50% refund
61-119 days prior to the event	75% refund*	0-30 days prior to the event*	0% refund

*If either another event has not been turned away because of the original facilities reservation or the facilities are reserved by another group subsequent to the cancellation of the original event, a full refund of donation will be made.

5. Following the event, the security deposit will be refunded within ten days when it is determined that the building has been left in good condition. In the event of damage to the building resulting from the event, the deposit will be retained and the party responsible will be held liable for the cost of the repairs. A representative of the church will meet with the sponsor of the event before the event and the area(s) to be used will be inspected. Any existing damage will be noted at that time.
6. Unless the event sponsor making the request already has been issued a key, arrangement must be made with the Parish Administrator to gain access to the facility.
7. Vehicles are not to be driven on the sidewalk that leads from the parking lot to the parish hall.
8. 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 event.
9. 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.
10. Outside doors should not be propped open during the hours of the event.
11. Smoking is not permitted anywhere inside the building.
12. If the church grounds are used, these areas are to be left free of trash or debris from the event. The Memorial Garden is sacred ground and is the final resting place for many of God's children. It is not open to group activities or events.
13. Children must be supervised at all times.
14. Persons or group using the parish hall must provide their own paper plates, cups, utensils, towels, and ice.

15. Kitchen dishes and utensils may be used; any item used must be washed, dried and returned to its original location.
16. Oven and microwave may be used for warming already prepared foods. No cooking from scratch on the range top is permitted.
17. Persons or group using the parish hall must perform clean-up immediately upon conclusion of the event. Acceptable cleaning includes wiping down all tables used and returning them to the storage closet; sweeping and mopping the floor, as needed; washing, drying, and putting away any used kitchen dishes and utensils; wiping down all kitchen counters; cleaning the sinks; placing all trash in the receptacles located in the parking lot; and replacing the liners in the kitchen trash cans.
18. All decorations must be removed.
19. Bathrooms must be checked for running water; lights turned off.
20. 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.
21. All parish hall lights turned off.
22. Key must be returned to the Parish Administrator or other representative of the church, or as agreed upon in advance.

Today's Date: _____ Date of the Event: _____

Event Sponsor: _____

Type of Event: _____

Brief Description of Event: _____

Event start time: _____ Event end time: _____

Event sponsor's contact information:
Cell phone: _____ Work phone: _____

Mailing address: _____

Sponsor of Event 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 event identified on this agreement will be the responsibility of the person(s) and/or group holding the event.

_____ St. Julian's can, at any time, cancel a scheduled special event due to unforeseen circumstances (i.e. funeral).

I have read, understand and accept the terms of this agreement.

Sponsor of Event signature: _____ Date: _____

Security Deposit: _____ Building Use Donation: _____

Date Received: _____ Date Received: _____

Received by: _____ Received by: _____