[Insert Parish Name]

# Facility Use and Fee Agreement

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### For Church Use Only

Deposit/Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Payment /Date Received\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Smoking is prohibited in the Church Building.**
* **Unless prearranged, all people must exit building by [insert time], when doors will be secured.**
* **A copy of the building policy is attached to this agreement.**
* **For approval, please attach proof of insurance and waiver of liability for the serving of beer and/or wine only; hard liquor is not permitted.**

|  |  |
| --- | --- |
| Facilities to be used |  |
| Undercroft/Parish Hall | $ [insert amount] |
| Nave / Chapel | $ [insert amount] |
| Kitchen | $ [insert amount] |
| Classrooms | $ [insert amount] |
| Conference Room | $ [insert amount] |
| Library | $ [insert amount] |
| Other: | $ [insert amount] |
| Sexton/Administrator | $ [insert amount]  (4 hour minimum) |
| **TOTAL REIMBURSEMENT FEE** |  |

Accepting Signature from Renting Organization Accepted for by [Insert Parish Name]

**[insert Name, Title and Date] [insert Name, Title and Date]**