**St Paul’s Episcopal Church**

To confirm your reservation, you must return the completed application, including all required fees,

at least two (2) weeks prior to your event.

Name of Organization or Party:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City, State, Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Time for Room use: \_\_\_\_\_\_\_ Ending Time for Room use: \_\_\_\_\_\_\_\_\_\_\_\_\_

 NOTE: to include time for set up and clean up.

Purpose/subject/title of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of people attending event (guests and others):\_\_\_\_\_\_\_\_\_\_\_\_

Will you be using the Courtyard and/or Multipurpose Room in addition to the Kinsolving Room? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you need special equipment for your event (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be food/beverages served or art/craft supplies used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCEPTANCE OF RESPONSIBILTY AND TERMS

On behalf of my organization or party, I accept responsibility for the Room(s) and equipment during the time they are being used for my event. I understand that the room reservation will be canceled if the fees and completed application are not received at least two weeks prior to the event.

I further agree and acknowledge the following:

Use of Property – The property to be used at St. Paul’s and pursuant to this license/agreement (Property) will be used in a safe, lawful manner, not inconsistent with or to impede on the normal operations of St. Paul’s. As applicant, I (we) assume responsibility and exclusive liability for safe use and operation of the Property and will not use or allow the use of the Property in a manner that violates any law of any jurisdiction applicable, or violates any rule or restriction of the applicable insurance policy, and I (we) agree to indemnify, defend and hold harmless St. Paul’s from any claims, fines, forfeitures, damages, penalties and such resulting from any violation by me (us) as applicant and user, my (our) guest or others (including but not limited to, employees, agents, contractors or officers and any non-invitees that come because of the event). As applicant, I (we) shall further indemnify and hold harmless St. Paul’s and its principals, employees, agents, subsidiaries, and sub-contractors from all damage, loss, theft, and all losses, liabilities, damages, injuries, claims, demands, fines, penalties, costs and expenses of every kind including legal fees and costs in defending against or prosecuting claims, arising out of or in connection with the use of the Property by me (us), or my (our) agents, employees, and other third parties, whether or not authorized by St. Paul’s, during the period of the license agreement or any extension thereof.

NO WARRANTY OF FITNESS OR SUITABILITY IS MADE – AS APPLICANT, I (WE) ACKNOWLEDGE THAT THE PROPERTY LICENSED WAS SELECTED BASED ON MY (OUR) OWN ASSESSMENT, AND NOT BASED ON ANY REPRESENTATION MADE BY ST. PAUL’S OF FITNESS, SUITABILITY, DURABILITY, OR QUALITY OF THE PROPERTY. ST. PAUL’S MAKES NO OTHER WARRANTIES OF THE PROPERTY OTHER THAN WHAT IS WRITTEN IN THIS AGREEMENT. THE PROPERTY IS LICENSED “AS-IS” AND I (WE) LICENSE THE PROPERTY AT MY (OUR) OWN RISK.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s Name (Printed)

FACILITY USE POLICY

1. Request for Use: It is recommended that reservations be made as early as possible. Although reservations may be taken by phone, the reservation is not considered confirmed until the applicant has submitted a signed application form and paid all fees.

 Checks are to be made payable to St. Paul’s Episcopal Church. Separate checks for the cleaning and damage deposits are required. Returned checks will be charged a $25 fine in addition to any bank fees.

 The Church should be notified in writing of any cancellation at least one week prior to the scheduled event. If an applicant fails to notify the Church in writing of the cancellation one week prior to the event, all fees and deposits will be forfeited. If the Church finds it necessary to cancel the event, every effort will be made to notify the applicant in writing at least two weeks prior, and all fees and deposits will be refunded.

2. The Church reserves the right to preempt scheduled activities when they conflict with church programs. Every effort will be made to give two weeks’ notice in writing of such a conflict.

3. Liability Insurance: The applicant/group/organization must purchase and furnish St. Paul’s with a Certificate of Insurance with a minimum policy of $1,000,000 combined for bodily injury, liability and property damage and naming St. Paul’s Episcopal Church as an Additional Insured.

4. Responsibility: It is understood that the Church assumes no responsibility for any property placed in the facility in connection with the event; and that the Church is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of the event.

5. Damages: Each group/organization agrees that it will pay for all damages to any property resulting directly or indirectly from the conduct of any participant in the event (damages). A $200.00 refundable damage deposit is required. In no event shall the amount of this deposit serve as a cap for a group/organization’s responsibility to pay for damages as agreed herein.

6. Use Fees (note: all fees are non-refundable):

Active church members – no charge for use of the facility but must pay the cleaning and damage deposits.

(Active church members are those parishioners who are confirmed, have made their communion in this church at least four times during the past year, and have been givers of record for the past two years.)

Non-church members:

 Bishop Kinsolving Room - $500

 Plus Courtyard - $100

 Plus Multipurpose Room - $100

 Use of kitchen

 (food distribution only – no cooking) - $100 (church member must be present)

 Cleaning deposit - $100 (refundable)

 Damage deposit - $200 (refundable)

 Availability of restrooms - Included

 Parking - Included

7. Security: As determined by the Church, the applicant will be required to provide security as appropriate for the event and participants.

8. Children: The Church is not responsible for children of meeting room participants. Children under the age of 10 must be supervised at all times.

9. Smoking: Smoking is not allowed inside any buildings, and must be kept at least 20 feet from any building.

10. Alcoholic beverages: Alcoholic beverages are limited to beer and wine only and may only be provided by the applicant, BUT SHALL NOT BE SOLD UNDER ANY CIRCUMSTANCES.

11. Fire Department: All fire department regulations must be followed, including, but not limited to, not blocking exits and adhering to the number of people allowed in the meeting room.

 Fireworks or explosives of any kind shall not be permitted anywhere on Church property.

12. Room Setup: The group/organization is responsible for the setup of the room. The applicant is to specify the room arrangement at the time of reservation confirmation.

13. Care of the Room: The applicant is responsible for returning the room to the original configuration and leaving it in a clean and orderly condition. The room and kitchen are to be clean and ready for the next user. All garbage is to be removed from the premises immediately following the event.

Nothing may be fastened or affixed to the walls of the Room. Decorations, if any, must be approved by the Church.

If the kitchen is used for food distribution (no cooking is permitted), a $100 fee must be paid to cover the cost of having a church member present.

14. Publicity: All publicity is the responsibility of the applicant and must clearly identify the sponsoring group or organization. The location of the church may be publicized, but the Church may not be used as a source of information nor may the church phone number be used as a contact.

15. Deviations from the Rules: The Church may deny the approval of future events if, after due warning, the applicant/group/organization fails to adhere to these rules.

Facility Setup

Bishop Kinsolving Room - maximum occupancy 65 people – any overflow should plan to use the Courtyard and/or the Multipurpose Room

St. Paul’s can provide the following equipment:

Up to eight (8) round tables, each seating 8 persons (all 8 will fill the Room);

Up to eight (8) rectangular tables, each seating 10 persons

 (best used in the Courtyard and/or Multipurpose Room);

Up to 50 blue padded and 30 brown padded chairs (80 chairs total);

 One (1) lectern

St. Paul’s equipment needed (at no extra charge):

 \_\_\_\_\_ round tables

 \_\_\_\_\_ rectangular tables

 \_\_\_\_\_ padded chairs (may specify color – mix and match)

 \_\_\_\_\_ lectern

Applicant may provide additional tables, chairs, shade tents, sound system, etc.

at no extra charge, but at applicant’s expense.

Applicant must return all equipment to the original configuration and leave the Room and the kitchen clean and ready for the next user.

Fees:

 \_\_\_\_\_ Bishop Kinsolving Room - $500

 \_\_\_\_\_ Plus Courtyard - $100

 \_\_\_\_\_ Plus Multipurpose Room - $100

 \_\_\_\_\_ Use of Kitchen - $100 (church member must be present)

 \_\_\_\_\_\_ Cleaning Deposit - $100 (refundable–separate check please)

 \_\_\_\_\_\_ Damage Deposit - $200 (refundable–separate check please)

Total Fees $ \_\_\_\_\_\_\_\_

Amount Paid - \_\_\_\_\_\_\_\_\_ Check numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application and License Agreement**

**For Occasional Use of St. Paul’s Episcopal Church (St. Paul’s)**

Bishop Kinsolving Room and/or Multipurpose Room

(for events such as Blood Drives, Election Polling location,

bridge clubs or association meetings, etc.)

To confirm your reservation, you must return the completed application,

including all payment,

at least two (2) weeks prior to your event.

Name of Organization or Party:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City, State, Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Time for Room use: \_\_\_\_\_\_\_ Ending Time for Room use: \_\_\_\_\_\_\_\_\_\_\_\_\_

 NOTE: to include time for set up and clean up.

Purpose/subject/title of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of people attending event (guests and others):\_\_\_\_\_\_\_\_\_\_\_\_

Will you be using the Kinsolving Room and/or the Multipurpose Room? \_\_\_\_\_\_\_\_\_\_\_

Will you need special equipment for your event (please be specific): \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be food/beverages served or art/craft supplies use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCEPTANCE OF RESPONSIBILTY AND TERMS

On behalf of my organization or party, I accept responsibility for the Room(s) and equipment during the time they are being used for my event. I understand that the room reservation will be canceled if the fees and completed application are not received at least two weeks prior to the event.

I further agree and acknowledge the following:

Use of Property – The property to be used at St. Paul’s and pursuant to this license/agreement (Property) will be used in a safe, lawful manner, not inconsistent with or to impede on the normal operations of St. Paul’s. As applicant, I (we) assume responsibility and exclusive liability for safe use and operation of the Property and will not use or allow the use of the Property in a manner that violates any law of any jurisdiction applicable, or violates any rule or restriction of the applicable insurance policy, and I (we) agree to indemnify, defend and hold harmless St. Paul’s from any claims, fines, forfeitures, damages, penalties and such resulting from any violation by me (us) as applicant and user, my (our) guest or others (including but not limited to, employees, agents, contractors or officers and any non-invitees that come because of the event). As applicant, I (we) shall further indemnify and hold harmless St. Paul’s and its principals, employees, agents, subsidiaries, and sub-contractors from all damage, loss, theft, and all losses, liabilities, damages, injuries, claims, demands, fines, penalties, costs and expenses of every kind including legal fees and costs in defending against or prosecuting claims, arising out of or in connection with the use of the Property by me (us), or my (our) agents, employees, and other third parties, whether or not authorized by St. Paul’s, during the period of the license agreement or any extension thereof.

NO WARRANTY OF FITNESS OR SUITABILITY IS MADE – AS APPLICANT, I (WE) ACKNOWLEDGE THAT THE PROPERTY LICENSED WAS SELECTED BASED ON MY (OUR) OWN ASSESSMENT, AND NOT BASED ON ANY REPRESENTATION MADE BY ST. PAUL’S OF FITNESS, SUITABILITY, DURABILITY, OR QUALITY OF THE PROPERTY. ST. PAUL’S MAKES NO OTHER WARRANTIES OF THE PROPERTY OTHER THAN WHAT IS WRITTEN IN THIS AGREEMENT. THE PROPERTY IS LICENSED “AS-IS” AND I (WE) LICENSE THE PROPERTY AT MY (OUR) OWN RISK.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant’s Name (Printed)

Care of the Room: The applicant is responsible for returning the room to the original configuration and leaving it in a clean and orderly condition. The room and kitchen area are to be clean and ready for the next user.

 All garbage is to be removed from the premises immediately following the event.

 Nothing may be fastened or affixed to the walls of the room.

 Decorations, if any, must be approved by the Church.

 Fees:

 Active church members – no charge for use of the facility

 (Active church members are those parishioners who are confirmed, have made their

 communion in this church at least four times during the past year, and have been

 givers of record for the past two years.)

 Non members:

 $100.00 per use or event/meeting

Note: Other arrangements may be made on a case-by-case basis.

Total Fees: $ \_\_\_\_\_\_\_\_

Amount Paid: \_\_\_\_\_\_\_\_\_ Check number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_