

# St. Brendan's Episcopal Church Building Use Agreement

Office Phone: 907 789-5152 Building Manager: 702 374-7475

User \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Rental Date(s) \_\_\_\_\_ Time(s) of Rental \_\_\_\_\_

Description of Rental (i.e. rooms, dishes, etc.) \_\_\_\_\_

#Attending \_\_\_\_\_

## STANDARD USE FEES

Sanctuary	\$100	Use of dishes (refundable)	\$ 50
Adams Hall (4-5 hours)	\$ 75	Adams Hall (5-10 hours flat rate)	\$120
Boesser Hall (1 room)	\$ 25	Boesser Hall (rooms 1 & 2)	\$ 50
<b>\$20 if trash is not removed from premises and disposed of properly</b>			
Lost Key Fee	\$200		
<b>Required in addition to rental fee(s): Damage/Cleaning Deposit (refundable) \$100</b>			

Rent Paid \_\_\_\_\_ Damage Deposit Paid \_\_\_\_\_

Key # Out \_\_\_\_\_ Key # In \_\_\_\_\_ Proof of Insurance \_\_\_\_\_

Damage Deposit Returned \_\_\_\_\_ Damage Deposit Withheld \_\_\_\_\_ Reason \_\_\_\_\_

St. Brendan's Episcopal Church and the User stated below agree that the User may use St. Brendan's facilities for the purpose and period stated above on the following terms in accordance with the Rules on the reverse side of this agreement.

The User agrees to indemnify and hold harmless St. Brendan's Episcopal Church, the Episcopal Diocese of Alaska and any member or agent thereof from any loss of liability suffered by any of them caused by or in any way connected with the use of the premises.

Agent for St. Brendan's \_\_\_\_\_ Date \_\_\_\_\_

\*Agent for User \_\_\_\_\_ Date \_\_\_\_\_

(\*The signature of the Agent for the User reflects compliance with the rules found on the reverse of this agreement)

***Fees subject to modification or waiver at the discretion of the Vestry. Church members using the facility for a non-church related event may make a donation in lieu of a fee, but must follow the Rules for Use of St. Brendan's Facility on next page.***

## Rules for Use of St. Brendan's Facility

- \_\_\_\_\_ 1. User **MUST** arrange with a member of the Church for the opening and closing of the facility or obtain a key. Users not returning the key within 5 working days from the end of use date will forfeit damage deposit.
- \_\_\_\_\_ 2. If the key is lost the Church reserves the right to charge \$200 for re-coring the locks.
- \_\_\_\_\_ 3. User must furnish paper products (cups, napkins, etc.). Silverware and dishes belonging to the Church may be used upon payment of the fee; fee will be refunded provided all are properly washed and put away.
- \_\_\_\_\_ 4. User must furnish coffee, tea, creamer, sugar, etc. The stock of supplies in the kitchen is Church property and may not be used. Coffee pots and may be used provided they are washed and put away. Failure to do so will, result in loss of deposit.
- \_\_\_\_\_ 5. User is responsible for cleaning up after use.
- \_\_\_\_\_ 6. Broom in kitchen, mop in boiler room, vacuum in storage closet in Adams Hall.
- \_\_\_\_\_ 7. User is responsible for:
  - a) turning off all lights (check bathroom lights)
  - b) cleaning and straightening all rooms used
  - c) making sure all equipment used, including stove, is clean and off
  - d) making sure the kitchen is free of dishes and food belonging to user
  - e) closing and locking all windows
  - f) removing garbage to garbage containers in parking lot and placing clean bags in containers
  - g) returning tables and chairs to previous locations
  - h) locking all outside doors
- \_\_\_\_\_ 8. User **MUST NOT** put tacks or nails into the walls or floor or make any other changes to the premises, and must remove all materials brought into the facility.
- \_\_\_\_\_ 9. Alcoholic beverages are **NOT** permitted.
- \_\_\_\_\_ 10. **SMOKING IS NOT ALLOWED IN THE BUILDING**
- \_\_\_\_\_ 11. This agreement is **ONLY** for the times stated and **ONLY** for space(s) designated on Use Agreement.
- \_\_\_\_\_ 12. The premises shall be used in accordance with all applicable federal, state and local laws and regulations.
- \_\_\_\_\_ 13. The date of use will not be guaranteed until a rental form is completed and rental/deposit fees paid in full.
- \_\_\_\_\_ 14. The deposit will be returned if user has complied with above rules. The deposit or a portion of the deposit will be kept if damage occurs or cleaning is needed .