

## Building Use Policy and Agreement

This building belongs to St. Mark's Episcopal Church. The use of this facility or portions thereof shall be granted permitting the use does not interfere with the events or activities taking place within the building by the church or a standing church committee.

The use of the space will be permitted when such permission has been requested in writing and has been approved by the church for:

- A. Uses of groups directly related to the church and the operations of the church.
- B. Uses and organizations indirectly related to the church.
- C. Departments or agencies of municipal government.
- D. Other government agencies
- E. Community organizations formed for athletic, charitable, civic, or educational purposes
- F. Private functions such as wedding/funeral/shower receptions, etc.

1. The use of this facility shall NOT be granted for any purpose which is prohibited by law. \_\_\_\_\_(please initial)
2. NO ALCOHOLIC BEVERAGES may be consumed on the property or inside the building of St. Mark's Episcopal Church. \_\_\_\_\_(please initial)
3. Smoking is prohibited inside the building as is the use of candles. \_\_\_\_\_(please initial)
4. St. Mark's Episcopal Church reserves the right, on a case by case basis, to allow the use of its facility by a for-profit corporation or group, the fees for which, if permission is granted, shall be established by Vestry action, on a case by case basis. \_\_\_\_\_(please initial)

In the event the Parish Coordinator deems advisable, any application may be submitted to the Vestry for action.

The Parish Coordinator/Vestry may refuse to grant the use of the facility whenever there is good reason why permission should not be granted.

St. Mark's Episcopal Church has set forth the following rental fee schedule for the use of the hall:

- The rental fee for a period up to five (5) hours is \$150
- The rental fee for each additional hour is \$25
- A refundable cleaning deposit of \$25 is due at the signing of the Building Use Agreement.
- Rental must be paid prior to event
- There is an additional fee for use of the kitchen

Please include set-up and clean-up time within the event period you are requesting. For example, if you are planning a party from 1-5pm, you should allow at least one hour of additional time.

**RULES GOVERNING THE USE OF THE CHURCH FACILITY AND GROUNDS**

1. St. Mark’s Episcopal Church shall have full charge of the building and grounds.
2. Requests/Reservations for the use of the church hall will be accommodated and added only when they do not conflict with the existing “Building Use Master Schedule”. These reservations will be added to the “Building Use Master Schedule” on a first come, first served basis.
3. The Parish Coordinator/Vestry may override any previously approved use of the facility in emergency situations.
4. All permission shall be revocable and a violation of one or more of these rules as stated above will be cause for cancellation of privileges.
5. Authorization to use any portion of the facility or property shall not be considered as endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The renter hereby acknowledges that St. Mark’s Episcopal Church, its agents, employees, officers, and volunteers shall be held harmless for any and all injury, whether physical, monetary, or otherwise, which may occur on St. Mark’s Episcopal Church property; including injury which may occur as a result of alleged negligence on the part of St. Mark’s Episcopal Church, its agents, employees, officers, or volunteers. \_\_\_\_\_(please initial)

Renter hereby waives his/her right to pursue St. Mark’s Episcopal Church, its agents, employees, officers, or volunteers in any legal action in any forum. \_\_\_\_\_(please initial)

Renter hereby agrees to assume financial responsibility for any and all damage to the property of St. Mark’s Episcopal Church caused during the rental period. St. Mark’s Episcopal Church shall notify the renter of any damage within twenty-four (24) hours of the conclusion of the rental period. Any payment due to St. Mark’s Episcopal Church as a result of damages to the property, which is in addition to the aforementioned rental fees, shall be remitted to St. Mark’s Episcopal Church within ten(10) business days of the conclusion of the rental period. Renter agrees that any and all reasonable attorney’s fees and court costs incurred by St. Mark’s Episcopal Church in an effort to recover unpaid rental fees or unpaid reimbursement for damages caused during the rental period shall be the responsibility of the renter. \_\_\_\_\_(please initial)

This document contains the entire agreement of the parties listed and supersedes all prior written or verbal agreements relating to the subject matter. By signing this agreement, the group/individual indicates that they have read, understand, and will abide by the Terms and Conditions set forth by St. Mark’s Episcopal Church with regards to the use of St. Mark’s facility and/or property. \_\_\_\_\_(please initial)

\_\_\_\_\_  
Signature of St. Mark’s Episcopal Church Parish Coordinator

\_\_\_\_\_  
Date