

St. Athanasius' Episcopal Church
P. O. Box 977 • Brunswick, GA 31521 • 912-342-8461 • saintachurch@gmail.com

FACILITY/EQUIPMENT USE, WAIVER AND INDEMNITY AGREEMENT

Please return completed form to our office with your deposit at least 1 week prior to date requested.

This is for Equipment Rental Only

Equipment Requested: _____

Date to Pick Up: _____ Date to Return: _____

Rental Rates: _____ Deposit: _____

This is for Facilities Rental

1. Name of Group or Individual _____
2. Today's Date: _____
3. Address: _____ Phone Number: _____
4. Building requested & Date(s): _____
5. Time of Day: Begin: _____ End: _____ N/A: _____
6. Member or regular attendee who will be present: _____
7. Activity to be held: _____
8. Estimated number of people who will attend: _____

PLEASE NOTE:

This request must be approved by the Rector or Senior Warden before the Facilities Reservation becomes effective.

A \$100.00 deposit is required to reserve your **rental space** at the signing of this agreement. This deposit is fully refundable when the property is deemed to be left in the same state of cleanliness and order as when rented.

Please, no smoking or alcohol allowed on premises.

A Non-refundable Rental Fee of \$100.00 *per diem* for **Facilities Rental** is owed, payable in advance of your event.

Deposit Paid: \$ _____

Rental Fee Paid: \$ _____

Approved / Date: _____

Not Approved / Date: _____

Reason: _____

Rental Use Guidelines for Facilities and/or Equipment Use

YOUR SIGNATURE ON THIS FORM INDICATES ACCEPTANCE OF ALL APPLICABLE FEES AND GUIDELINES. THE PERSON/ORGANIZATION REQUESTING THE USE OF CHURCH FACILITIES AND/OR EQUIPMENT HEREBY ABSOLVES, RELEASES, AND WAIVES CHURCH, THE PROTESTANT EPISCOPAL CHURCH IN THE DIOCESE OF GEORGIA, THE CORPORATION OF THE EPISCOPAL CHURCH IN THE DIOCESE OF GEORGIA, AND THEIR RESPECTIVE CLERGY, VESTRY, TRUSTEES, OFFICERS, EMPLOYEES, AGENTS AND MEMBERS ("CHURCH PARTIES") FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER ARISING FROM OR RELATING TO ANY INJURY, INCLUDING DEATH, OR THEFT, LOSS OR DAMAGE TO VEHICLES OR OTHER PERSONAL PROPERTY THAT MAY BE SUSTAINED BY GROUP OR ANY PERSON CLAIMING BY OR THROUGH GROUP RESULTING FROM THE EVENT, ANY DEFECT OR CONDITION OF CHURCH PREMISES OR EQUIPMENT OR ANY ACT OR OMISSION OF ANY CHURCH PARTY, INCLUDING ANY NEGLIGENCE OF ANY CHURCH PARTY. PLEASE REPORT ANY DAMAGE TO THE CHURCH OFFICE PROMPTLY.

Responsibilities during and after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up, and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and deposit into the cans located by the fence. **Initial:** _____
2. Wipe off tables. If food or drink is involved, wipe all tables clean using bleach. If stains occur please notify office for remedy. **Initial:** _____
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal setup. **Initial:** _____
4. If using the kitchen, please wash and dry all dishes and utensils and return to their proper storage. Take all extra food and beverage with you unless specific plans for other usage have been made. Wipe counters and leave kitchen clean and ready for next use. **Initial:** _____
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office. **Initial:** _____
6. Remove any items put up on the walls or set out in connection with your event.
7. No alcoholic beverages may be brought onto or consumed on Church property without advance authorization and compliance with all Church policies and State laws. The Church is a no smoking facility. No chewing gum is allowed. No games of chance are allowed.
8. The Event and all Group participants will at all times conform to all laws, regulations, building and safety codes, community standards of decency, civility and appropriateness.
9. If the building is not in use when finished, please check to be sure all doors are locked, windows closed and lights off. Then lock up.

Thank you for your cooperation and help with these guidelines. This will allow us to better serve the needs of everyone who uses the facilities.

THE UNDERSIGNED HEREBY FURTHER AGREES TO INDEMNIFY, DEFEND SAVE AND HOLD HARMLESS ALL CHURCH PARTIES FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION WHATSOEVER ARISING FROM OR RELATING TO ANY INJURY, INCLUDING DEATH, OR THEFT, LOSS OR DAMAGE TO VEHICLES OR OTHER PERSONAL PROPERTY THAT MAY BE SUSTAINED BY ANY THIRD PARTY RESULTING FROM THE EVENT, ANY DEFECT OR CONDITION OF CHURCH PREMISES OR EQUIPMENT OR ANY ACT OR OMISSION OF ANY CHURCH PARTY, GROUP OR ANY REPRESENTATIVE OR PARTICIPANT OF GROUP, INCLUDING ANY NEGLIGENCE OF ANY CHURCH PARTY OR ANY NEGLIGENCE, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF GROUP OR ANY REPRESENTATIVE OF GROUP.

Signature of Party Responsible for Facilities/Equipment Use: _____

Date: _____

Please make sure both pages are completed. Thank you.