

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 c/o Vestry Facility Committee with your deposit at least 1 week prior to date requested.

Parish Hall Facilities Rental

RENTAL FEES:

Parishioners: \$100 per full day (Kitchen and Courtyard included)

\$ 50 per Half-day (Kitchen and Courtyard included)

Non-Parishioners: \$200 per full day (Kitchen and Courtyard included)

\$75 per Half-day (Kitchen and Courtyard included)

1. Name of Group or Individual _____
2. Today's Date: _____
3. Email: _____ Mobile Phone: _____
4. Building/Space(s) 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: Total _____ Adults _____ Children _____

PLEASE NOTE:

This request must be approved by the Vestry Facility Committee and Rector 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.

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

Deposit Paid: \$ _____ Date 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 all surfaces using disinfecting supplies. 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. **Initial:** _____
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. Alcoholic beverages are not permitted on the premises with 75 or more guests without security services provided by the renter. The Church is a no smoking facility. No chewing gum is allowed. No games of chance are allowed. **Initial:** _____
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. **Initial:** _____
9. If the building is not in use when finished, please check to be sure all doors are locked, windows closed and lights off. Renter will contact the church Facilities Manager for lock up. **Initials:** _____
10. Renter will provide proof of security including the designated security person's mobile contact information at least 3 days prior to rental date for events with expected attendance of 75 persons or more. **Initial:** _____
11. If additional time is needed beyond the agreed upon rental time, Renter must contact the Facilities Manager for consideration. Additional fees may apply. **Initial:** _____
12. Vehicle parking lot available for use on Saturdays, Sundays and holidays is located across from the Parish Hall. **Initial:** _____
13. St. Athanasius Church will not be held liable for any viruses, diseases, etc. that may occur during or after persons visiting/use of the rental facility. **Initial:** _____
14. Applicable deposits will be refunded within 7 business days from the close of the events if all guidelines are adhered to. **Initial:** _____
15. In the event of an unforeseen church circumstance, all monies will be re-funded to the renter if there is no possibility for a re-scheduled rental date. **Initial:** _____
16. If a parishioner is an active member of a group that requests rental of the facility, the group will receive the parishioner rental rate. **Initial:** _____

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 Facility Use (Renter) :

Date: _____

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Church Facility Committee Approval Initials:

Rector _____

Date

Vestry Facility Member: _____

Date