

St. Andrew's Episcopal Church Facility Use Agreement

GENERAL GUIDELINES:

- 1) ST. ANDREW'S RESERVES THE RIGHT TO REFUSE A USE THAT IS INCONSISTENT WITH ITS MISSION, BELIEFS OR NON-PROFIT STATUS.
- 2) CHURCH MEMBERS ORDINARILY HAVE PRIORITY FOR USE OF OUR BUILDING.
- 3) USE ACCEPTANCE AND REQUIREMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF CHURCH LEADERSHIP OR ITS AGENTS.
- 4) ST ANDREWS RESERVES THE RIGHT TO REQUIRE USER TO EITHER NAME ST ANDREWS AS AN ADDITIONAL INSURED UNDER USER'S INSURANCE POLICY (IES) OR TO PROVIDE PROOF OF USER'S VALID INFORCE INSURANCE POLICY (IES)

Organization: _____

Today's Date: _____

Contact Name: _____

Phone Number #: _____

Non-Member

Member (Must be present during event)

Address: _____

Email address: _____

Event: _____

Date & Time (full Use period) Requested: _____

Use Fee (if applicable): _____

User understands that the space is not reserved until agreement is received and approved by a St. Andrew's staff member. _____

User hereby agrees to indemnify and hold harmless St. Andrew's Episcopal Church and its Vestry and employees, from any claim, demand, action, cause of action, cost and expense (including attorney fees) arising out of or resulting from the use of the usage area and the building by User, guests, caterers, and/or other persons who are at St. Andrew's Episcopal Church at User's direction or request, or any breach of this agreement or violation of St. Andrew's Episcopal Church policies. _____

User agrees that St. Andrew's Episcopal Church's building and premises will not be used for any unlawful purpose and agrees to comply with all applicable laws during User's use of the agreed area _____

User understands that smoking is not allowed on St. Andrew's Episcopal Church property. _____

User understands that alcohol is only allowed under specific prior arrangements with the St. Andrew's Episcopal Church Rector and, when allowed, must be in accordance with the St. Andrew's Episcopal Church Alcohol Use Policy. _____

The User will provide all plates, cups, napkins, silverware, and other utensils and disposable products—Unless otherwise arranged in advance, no St. Andrew's items or supplies will be used. _____

The User is responsible for thorough-clean up of any part of the facility used, including placing all trash in the dumpster. _____

The User is responsible for set up, take down, and lock-up of the facility used, including ensuring all doors are securely shut and locked and setting the burglar alarm if required. _____

If User is provided with door entry and alarm codes, these codes will not be given out to any party other than the designated user _____

If User's event is a recurring or regularly scheduled, User understands that occasional church events may take precedence over a User's event (e.g. a funeral may require the User to cancel or reschedule a repeating event) . _____

User signature

Date

Authorized and accepted by: _____ on _____

St. Andrew's Episcopal Church, 925 S. 84th Street, Omaha, NE 68114