

AGREEMENT FOR USE OF FACILITY

**St. James Presbyterian Church
910 14th Street
Bellingham, WA 98225
(360) 733-1325**

St. James Presbyterian Church provides the use of its facilities and services to non-profit, educational and/or charitable organizations, if properly scheduled and approved by the Church. Presbyterian Church-related organizations may use the building without charge. All other organizations must return this document for approval by the Church, along with a check for the scheduled fees and must agree to abide by its terms.

Name of Organization _____

Requests the use of the following St. James Presbyterian Church facilities and services:

- | | |
|---------------------------------------|------------------------------------------|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Horizon Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Lounge | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Other |

on _____, _____, 20_____,
(day of week) *(date)*

from _____ to _____
(time) *(time)*

Expected attendance _____

Organization's contact person _____

Address _____ phone _____

In consideration for the use of St. James Presbyterian Church facilities and services as set forth above, the organization agrees as follows:

1. The presence of others using the facilities and services will be respected.
2. Borrowed chairs, equipment and materials will be returned to the place where found. Chairs, tables, coffeepots, and furnishings will not be removed from the building.
3. Building user will provide supplies such as coffee, tea, paper cups, etc. Groups are welcome to use our "real" plates and silverware, assuming that they wash and put them away.
4. There will be NO SMOKING in the building and NO ALCOHOLIC BEVERAGES anywhere in the building or on the grounds.
5. After each use of the facilities, room thermostats will be turned down, lights will be turned off, windows will be closed and latched, kitchen burners and coffeepots will be turned off and rooms will be picked up. The organization will be liable for damages resulting in any unexpected repairs or extra janitorial service. The facilities will be respected and rooms will be left in as good or better condition as found.
6. If children are part of the expected attendance, they will remain in the room reserved and will not be allowed to roam throughout the building. If an additional room is needed for childcare, the children will be kept under adult supervision.

7. The building will be vacated by 9:30 p.m. unless prior approval is requested and granted.
8. To help cover energy, custodial and maintenance costs, the organization will pay the following fees:

Sanctuary	\$90.00	Fellowship Hall	\$50.00
Piano / Organ	\$10.00	Classrooms (each)	\$25.00
Horizon Room	\$45.00	Kitchen	\$50.00
Lounge	\$25.00	Nursery	\$25.00
		Cleaning Deposit	\$50.00

Other _____

*Following fees PER MEETING: The fee for meeting two times a calendar month up to five times a calendar month will be two times the single meeting fee for the calendar month (example: if the room fee is \$25, the fee for meeting 2-5 times a month will be a total of \$50.)

9. Use of piano, organ, and/or audio-visual equipment will be by special arrangement only.
10. A reasonable rehearsal time (1-2 hours) prior to scheduled use or during another prearranged time when the facility is open and attended will be permitted. Usage of the facility at times other than this will be paid for as additional usage.
11. Adjustments or exceptions as to the current fee schedule will be made by the Building and Grounds Committee of the Session upon written application from an organization.

Can you or your group provide proof of insurance? _____

If yes, what is the policy number? _____

If not, will you agree to sign the following agreement? _____

I/We agree that I/we will at all times indemnify and hold the St. James Congregation and Session harmless against all actions, claims, demands, costs, damages or expenses of any kind of account thereof, including attorney fees and costs of defense, which may be brought or made against the St. James Congregation or Session or which same may pay or incur, by reason of my/our performance of obligations under this agreement.

Signed _____

Dated this _____ day of _____, 20_____

Organization

Name _____ By _____

Address _____ Title _____

Phone _____ Non-profit Org. Tax I.D. # _____

Agreed to this _____ day of _____, 20_____

St. James Presbyterian Church

Total Amount Paid _____ By _____

Title _____