

APPLICATION FOR USE OF FACILITIES

ST. MARY'S EPISCOPAL **CHURCH**

1. On behalf of ____ (name of Guest User) request is made for the use of the building facilities of St. Mary's Episcopal Church, as requested on Schedule A, for the time period beginning at _____ and ending at _____ on _____ (date) or as listed on Schedule B.
2. The facilities will be used for the following purpose(s): _____

3. In addition to building space, use of the following facilities (chairs, tables, etc.) is requested:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
4. On behalf Guest User, I agree to the attached Rules for Guest Use of Facilities and agree to be personally financially responsible for any loss or damage to property belonging to St. Mary's and for any clean-up costs that may be incurred as a result of Guest user's use of the facilities.
5. _____ (name) or the persons as listed on Schedule B will be present on St. Mary's property during all periods of usage.

Signature: _____

_____ Print

Name: _____

Address: _____

Telephone No.: _____

Receipt of a) \$ _____ refundable deposit, or b) \$ _____ nonrefundable fee is acknowledged and use of the facilities is approved as indicated on Schedule A, subject to the attached Rules.

St. Mary's Episcopal Church

By: Senior Warden/Rector

(Copies to: Junior Warden, Parish Administrator)

RULES FOR GUEST USE OF FACILITIES

ST. MARY'S EPISCOPAL **CHURCH**

1. Guest Users shall be permitted to use and enter only the areas listed as "approved" on Schedule A. All other areas shall be "off limits".
2. Guest Users will be on the church property only during the time periods set out on Schedule B.
3. Guest Users will be financially responsible for any loss of property or damage to property that may occur during the period of their use.
4. Guest Users will be expected, at the end of each period of use, to return the facilities to their original (or better) condition of repair and cleanliness.
5. The Church may charge a nonrefundable fee to cover its costs of supplies and costs resulting from the Guest User's failure to restore and clean the facilities.
6. Alternatively, the Church may require a refundable security deposit. Such a deposit will be applied to costs of replacement or repair of damage to Church facilities and to clean-up of Church facilities necessitated by Guest User's occupancy. Any unused balance will be returned to the Guest User.
7. A representative of St. Mary's will be present during all of the Guest User's activities. A responsible adult representative of the Guest User shall be on the premises during all usage periods.
8. St. Mary's will not provide office supplies or office equipment for Guest Users of the facilities. St. Mary's Parish Administrator is not responsible for providing administrative support to any Guest User.
9. Usage of St. Mary's facilities requires approval of the vestry prior to usage by a non St. Mary's group.

SCHEDULE A

FACILITIES USE
ST. MARY'S EPISCOPAL CHURCH

*Guest User is permitted to enter and use only those areas initialed as approved
Limitations on usage are as may be noted.*

Area requested (check)	Area Approved (initial)
Parish Hall Wing Parish Hall	
St. Joseph's Room	
Kitchen	
Conference Room	
Rest Rooms Storage Areas	
Basement Nursery	
Main Church	
Nave/Sanctuary	
Narthex	
Choir Room	
Sacristy (not available)	
Offices (not available)	
Workroom ((not available)	
Rest Rooms (adjacent to school)	
Rest Rooms (In office corridor area)	
Cottage	
School (Describe portions)	
<i>Note: School use requires the permission of the Head of School.</i>	

Outside areas (describe)
Other (describe)
