

St. Paul's Episcopal Church

3706 St. Paul Avenue

McHenry, IL 60050

815-385-0390

stpaulmchenry@sbcglobal.net

Parish Hall Reservation Agreement

Name/Organization _____

Address _____

City _____ State _____ Zip _____

Phone: Home/Cell _____ Work _____

Name of person in charge of event _____

Additional contact person _____ Phone _____

Email _____

Key given to: _____ Returned: _____

Event Information: Nature of the event _____

Date of event: _____ Day of week: _____

Estimated number of attendance _____

Hours of reservation (5 hour time period): _____ to _____

Please note: Each additional hour beyond the allowance is \$25.

Is the event open to the public? Yes No

Will there be music? Yes No Type of music _____ (Live, recorded, etc)

Is alcohol being served? Yes No

Note: Beer and wine may be served, but not sold. See alcohol policy attached.

_____ Date application filed with Church _____

Application accepted by _____

Amount of deposit paid \$ _____ Total estimated cost \$ _____

Applicant's Initials _____

St. Paul's Episcopal Church Reservation Agreement Conditions of Use

Please read the Parish Hall Reservation Agreement and Conditions of Use carefully. Initial at the bottom of page one and sign in the signature space provided on this page.

Reservations:

1. All the requirements for use must be completed and approved by the Church. Required items include but are not limited to the following: signed and completed agreement, receipt of deposit and fees, photo ID, and certificate of insurance if deemed necessary by the Church.
2. The person signing the agreement and/or organization on whose behalf the use of the facility is being made is responsible for compliance with all the conditions of use for the Fellowship Hall.
3. This agreement must be signed by a person who is at least twenty-one (21) years of age.
4. Under no circumstances shall the applicant and/or organization sublease or allow any other organization or individual to use the facility during the time and on the dates for which they have reserved the facility.

Fees:

1. At the time of reservation, a deposit and/or the fee in accordance with the current fee schedule is due and payable along with the completed agreement. The balance is due the next business day the office is open.
2. Any person or organization holding a reservation for the use of the Church facility and desiring to cancel such a reservation may, at the discretion of the Parish Administrator and/or the Rector, be subject to the withholding of *all or a portion of* the deposit/donation costs paid.
3. The individual and/or organization is responsible for any lost keys and any costs that the Church might incur to *replace and/or re-key* the facility.
4. No tape, tacks, or nails of any kind are to be used on the walls. In the event the facility is left damaged, the individual and/or organization understands and hereby agrees that they will be charged for any and all janitorial and/or repair fees incurred by the Church, and these fees will be billed to the individual and/or organization.

Equipment/Accessories:

1. This agreement also includes the use of the Church's round and/or long banquet tables, chairs and kitchen equipment.
2. If the number of tables and/or chairs provided or the size and/or type of chairs and/or tables provided does not suit the needs of the individual and/or organization, then the individual and/or organization is responsible for securing additional chairs and/or tables.
3. Chairs and tables are not to be taken outside of the facilities for any reason without the approval of the Church.
4. The Church does not provide AV/PA systems. The individual and/or organization may bring in AV/PA equipment at their own expense.

Miscellaneous:

1. In the event that a facility key is issued, the individual and/or organization is responsible for picking up said key(s) from the church office during office hours prior to the event. The individual and/or organization assumes liability and responsibility of the facility once the key is picked up. Key(s) will be returned *on the next day that the church office is open* following the event.

2. The Church is not responsible for any items or equipment brought to the Church by the individual and/or organization.
3. **NO SMOKING is allowed inside the Church facilities.** If people attending the event smoke outside the building, the individual and/or organization is responsible for cleaning up any smoking debris.
4. **The attached policy regarding the serving of alcoholic beverages must be strictly kept.**

Indemnification:

1. The applicant agrees to indemnify, defend and hold harmless St. Paul's Episcopal Church, its agents, officers and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property, or third persons arising out of or any way connected with the applicant's use of the Church's facilities.
2. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees and any and all individuals.
3. The undersigned has read and understands the conditions contained herein and made part of the donation agreement and agrees to all of the aforementioned rules, regulations and conditions of use for St Paul Episcopal Church facilities.

Signed _____ Date _____
(Applicant/organization's representative)

Print name