

Attachment A

St. Michael and All Angels Episcopal Church
Facilities Usage Agreement

CURRENT DATE: _____

CONTACT NAME: _____ PHONE #: _____ EMAIL: _____

EVENT DESCRIPTION/SPONSOR: _____

EVENT DATE AND TIME: _____ # OF ATTENDEES: _____

AREA(S) REQUESTED: STURTEVANT HALL (*WITHOUT* KITCHEN)___ STURTEVANT HALL (*INCLUDING* KITCHEN)___ RECEPTION AREA___ LIBRARY___ McCARTHY ROOM___ ST. AUGUSTINE ROOM___ ST. FRANCIS ROOM___

SET UP DATE AND TIME: _____

Facilities Usage Guidelines on the following page are an integral part of this agreement.

Payments required with this signed agreement include a \$50 security deposit, refundable following the event, contingent upon compliance with the Usage Guidelines, and ½ of the rental fee. The remainder of the rental fee is due on or before the event date.

In contracting for the use of the facility, you assume full financial liability and responsibility for damages to or loss of property belonging to the church, including personal injury incurred during or as a result of such use. You release the St. Michael and All Angels' Episcopal Church and the Upper Diocese of South Carolina from any liability whatsoever arising out of the use of said premises.

SIGNATURE OF CONTACT: _____ DATE: _____

FOR SMAA USE ONLY:

PAYMENT REQUIRED ___ NOT REQUIRED ___

DEPOSIT RECEIVED \$ _____ DATE _____ CHECK #: _____ CASH ___

FINAL PAYMENT \$ _____ DATE _____ CHECK #: _____ CASH ___

DEPOSIT REFUNDED \$ _____ DATE _____

BULLETIN INSERT _____ GUARDIAN _____ NEWSPAPER _____

St. Michael and All Angels' Episcopal Church

Facilities Usage Guidelines

St. Michael and All Angels' Episcopal Church is pleased to offer members of our community the use of our facilities for various gatherings and activities. We wish you a pleasant experience that fulfills the purpose of your visit here.

We ask that you observe the following guidelines which govern the usage of these facilities:

- 1. Smoking is not permitted inside the building.**
- 2. Alcoholic beverages and any illegal substances are not permitted on the premises.**
- 3. Any food, beverages, eating utensils, plates, glasses, cups, paper products or supplies must be furnished by the group using the facility.**

Clean-up after the event is the responsibility of those using the facility and the following tasks are expected to be undertaken immediately following the event:

- 4. Any refuse generated must be gathered and removed to the outside dumpsters accessed through the door at the rear of the kitchen. Please separate recyclable items from general refuse and place in the proper containers.**
- 5. Any kitchen items used must be washed, dried and returned to their proper place.**
- 6. Any furnishings moved must be returned to their original places.**