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| **St. Paul’s Episcopal Church Facilities**  **Rental Space Fee Agreement**    Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Phone # Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_    Rental Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Start:\_\_\_\_\_\_\_\_\_\_\_ End:\_\_\_\_\_\_\_\_\_\_\_\_    Caterer's Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Number of people expected to attend:\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Rental Fees (Subject to availability):**  - Parish Hall Upper Level - $100 per hour x \_\_\_\_\_\_ hrs = $\_\_\_\_\_\_\_\_\_\_\_  - Maximum Occupancy: 81 for Upper Level  - Kitchen - $25 per hour x \_\_\_\_\_\_\_ hrs = $\_\_\_\_\_\_\_\_\_\_\_  - Church - $65 per hour x \_\_\_\_\_\_\_ hrs = $\_\_\_\_\_\_\_\_\_\_\_  - \*\*\*Sexton Fee ($25/hr)….……………    **\*\*\*All bookings during non-office hours are subject to a sexton fee at rate of $25.00 per hour for the duration of the event. Office hours are Wednesday & Thursday 9:00am-1:00pm.**    **For all Renters: Copy of renter's driver license is required.**  At the time of the booking the Renter will provide the Church with a signed Facility Usage Agreement as well as St. Paul’s Episcopal Church Facilities Rental Space Fee Agreement. In order to guarantee your booking, you will be required to submit a security deposit of $250 payable to St. Paul’s Episcopal Church at the time your reservation is made, or within 3 business days of reservation. If you are booking your event 10 days or less prior to the event, your will be required to submit your deposit in cash. If cancellation occurs 3 days prior to the event your deposit will be forfeited. Any returned checks for payment of your event will be subject to a $30.00 return check fee. All monies paid after this must be cash only.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Renter's Signature Date |

**St. Paul’s Episcopal Church**

**Facilities Usage Agreement**

**St. Paul’s Episcopal Church**

**26 South Madison Avenue**

**Spring Valley, NY 10977**

**845-356- 1857 (p)**

**845-356-1616 (fax)**

[**stpaulssv@gmail.com**](mailto:stpaulssv@gmail.com) **(email)**

**Parish Mission Statement:** We are: A fellowship of Christians seeking to know and serve Jesus Christ by following his teachings, embracing diversity and serving the community and the world through faith, love, prayer and action.

**Terms and Conditions:**

1. These terms and conditions are fundamental and therefore are incorporated into the space license agreement between the individual / organization named in the Usage Application (The Renter) and St. Paul’s Episcopal Church (The Church) and any violation hereof shall result in cancellation of the agreement.
2. The Renter agrees not to discriminate on the basis of gender, race, color, religion, disability, national origin, marital status, age, or sexual orientation in programs and activities at St. Paul’s Episcopal Church.
3. The Renter agrees to respect the buildings and grounds as a place of worship.
4. User assumes total responsibility for any damage to or loss of Church property that might occur.
5. The Renter accepts full liability for personal injury, damage, or lost property.
6. The sale of alcoholic beverages is not permitted.
7. Unless otherwise agreed upon, a non-refundable deposit of $250.00 is required at the time of signing this agreement. Dates are tentatively reserved until full payment is received. The remainder of the fee is due two weeks prior to the event. Also, two weeks prior to the event, a separate “security” check in the amount of $250 must be provided. This check will be cashed, but the sum will be refunded within two weeks after the event if there has been no damage to the facility and if the event ended in a timely manner.
8. Smoking is prohibited in the building.
9. If using a caterer, Certificate of Insurance for liability and workman’s compensation must be supplied.

**St. Paul’s Episcopal Church**

**Facilities Usage Agreement**

**Terms and Conditions, continued**

1. Clean-up must be concluded within the time set forth in the Usage Application. Clean-up must be completed the same day as the event.

* + All rooms used, bathrooms, and kitchen must be left in a clean condition and all personal property removed the same day.
  + All furniture must be returned to original positions.
  + Police the outside for litter.
  + All equipment must be out of the building the same day.
  + If a caterer is used, arrangements may be made for a location to hold rental items for pick-up.

1. Renter is to provide and keep in full force and effect a multi-peril liability insurance covering premises and its appurtenances, in the minimum sum of one-million dollars ($1,000,000). Renter will deliver a Certificate of Liability Insurance naming St. Paul’s Episcopal Church as an additional insured no later than two weeks before date of use.
2. The Renter for and in consideration of the use of certain facilities owned by St. Paul’s Episcopal Church, 26 South Madison Ave. Spring Valley, NY, hereby agrees to indemnify and hold harmless the Church, rectors, vestry members, employees, staff, agents and servants, individually and severally, from and against any and all claims, suits, demands, judgments, costs, interest and expenses (including counsel fees and disbursements incurred in the defense thereof) to which the Church may be subject or suffer whether by reason of claim for any injury or death if any person or persons or any damage to the property (including any loss of use thereof), or otherwise arising from or in connection with the use of said premises by the undersigned.

I understand these conditions and have read the Rental Space Fee Agreement in its entirety and fully accept the terms and conditions stated therein.

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

St. Paul’s Episcopal Church