

Trinity Episcopal Church
1200 Main Street, P.O. Box 484
Fishkill, NY 12524
(845) 896-9884

Agreement for Use of Church Facilities

This agreement made and entered into this _____ day of _____ by and between Trinity Episcopal Church at 1200 Main Street in Fishkill, New York (hereinafter referred to as the Church) and _____ (hereinafter referred to as the Licensee). In consideration of the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. Licensee has arranged with the Church for the use of the following room(s) in the Parish House:
_____ at the following date(s) and time(s):
Date requested: _____ Time: From _____ to _____
Date requested: _____ Time: From _____ to _____
for the following type of activity _____ (hereinafter referred to as the Event) and with approximately _____ people in attendance.
2. The use of the subject room(s) shall be in accordance with the "General Information" and "Fundraising Events" documents annexed hereto and made a part thereof. The undersigned personal representative of the Licensee assumes all responsibility for observance of said attachments. Failure to comply with attached documents may result in the immediate cancellation of the agreement and any further use of the premises by the Licensee.
3. Fee to use the Parish House agreed upon as follows (applicable fees circled):

Fee schedule for Parish House use:

Fellowship Hall:

Nonmembers

3-5 hours	\$175.00	(with kitchen \$225.00)
Full day (more than 5 hours)	\$300.00	(with kitchen \$350.00)
Deposit for cleaning each hall use:	\$75 refundable if facilities left clean.	
	Liable for additional cleaning fees as required.	
Kitchen only	\$50.00 for each hour of use.	
Use of kitchen (alone) deposit	\$50.00 refundable if facilities left clean.	

Small Room:

Nonmembers

3-5 hours	\$30.00
Full day (more than 5 hours)	\$50.00

Kitchen:

Nonmembers

Kitchen only	\$50.00/hour
Use of kitchen (alone) deposit	\$50.00 refundable if facilities left clean

Security Deposit:

\$125 (see paragraph 7 for details)

Active members

Members are allowed to use the Fellowship Hall for \$75.00, as long as the purpose is not to produce personal income. There is an additional refundable deposit of \$75.00 for cleaning.

4. 50% of the license fee is due at the time the reservation is booked. The balance of the license fee, together with required security deposit, is due one week prior to the Event.

5. Key can only be picked up within one week before the Event as arranged by parish administrator with a security deposit of \$125.00. Licensee shall return the key to parish administrator within one week following the Event and receive any refunds.
6. Set up of facilities in advance will be an extra fee of \$25.00 for each hour used setting up. Allowing advance set up will be determined on a per use basis at the discretion of the Church. Cleaning shall be done on the same day as the Event and within one hour of the Event end time with no extra charge for the time cleaning.
7. The building must be left in as good or better condition as it was found when the rental period ends. Trinity Church requires a security deposit of \$120.00 for use of any of our facilities. The deposit will be refunded unless the condition of the facilities used does not meet approval of the parish administrator. If licensee has arranged for further use of the premises, the security deposit shall continue to be held by the Church until such time as there are no additional scheduled Events. The person filing the agreement will be held responsible for excessive wear and tear to the facility and may be billed for necessary repairs/cleaning in excess of the \$120.00 deposit. This includes but is not limited to: returning chairs and tables to the place in which they were found, cleaning up the kitchen and dishes (if used), and placing all trash in sealed garbage bags into the outdoor trash cans located in the parking lot. Recyclables are to be placed in the appropriate recycle cans in the parking lot. All property must be used solely for its designated function.
8. Thermostats must be turned down to 55 degrees and air conditioners turned off in the area of use occupied by said organization.
9. The Licensee and undersigned personal representative of Licensee jointly and individually agree to be responsible for any and all damage to or theft from the premises or any of the facilities or personal property therein which occurs during the Event.
10. Any damage or injuries must be reported no later than the following day to the parish administrator.
11. All lights in the building, including those in both upstairs and downstairs lavatories, must be turned off.
12. Smoking is not permitted on Trinity property or inside any of Trinity's buildings.
13. No alcoholic beverages are permitted on Trinity property without prior approval of the Rector or Vestry. All federal, state, local and church laws must be obeyed. Food and non-alcoholic beverages are permitted but are restricted to the downstairs Fellowship Hall only. Use of the church dishes and coffee pots is included in the kitchen use fee though they must be cleaned and put away. Any spills must be cleaned up. All paper goods and food in the kitchen pantry and refrigerator and freezer belongs to the church.
14. Advertising may include Trinity Church as the location of the Event only and must never imply sponsorship by the church.
15. The church has priority over use of any of the facilities required for their activities. You will be notified by the parish administrator if any changes are necessary, at which point you have the option of rescheduling or receiving a refund (if payment has been made) for that date.
16. The agreement for multiple use of church facilities may be terminated at any time or for any reason with seven (7) days' notice by Trinity Episcopal Church.
17. The Licensee and the undersigned personal representative of Licensee will hold harmless and indemnify the Church against any and all claims and actions arising out of the Event, including, without limitation, expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss, or damage arising or resulting from the Event.
18. If Licensee is a business, a certificate of insurance including the Church as additionally insured with a hold harmless clause and workers compensation must be submitted and approved before the commencing date.

Personal representative of Licensee:

Signature: _____ Date: _____

Print Name: _____

Mailing Address: _____

Telephone: _____ Cell: _____

Email: _____

Driver's license number & state _____

Business name: _____

Business and employer identification number (EIN): _____

For Trinity Use

Agreement received by: _____ Date: _____

Insurance certificate received by: _____ Date: _____

Reservation Fee received by: _____ Date: _____

Final Payment received by: _____ Date: _____

Security deposit received by: _____ Date: _____

Date security deposit returned: _____

Reason if refundable security deposit was not returned: _____