

**ST. CATHERINE OF ALEXANDRIA EPISCOPAL CHURCH**

36335 N. Hwy 101

P.O. Box 251

Nehalem, Oregon 97131

503.457.5246; [www.saintcatherineoregoncoast.org](http://www.saintcatherineoregoncoast.org)

**Building Use Application**

\_\_\_\_\_ Date of request

Group Name \_\_\_\_\_ Profit / Nonprofit Status \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Primary Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Type of event \_\_\_\_\_ Ongoing **or** One-time

Date(s) needed \_\_\_\_\_ Times \_\_\_\_\_ # of people \_\_\_\_\_

Describe purpose of use \_\_\_\_\_

\_\_\_\_\_

Facilities and services required \_\_\_\_\_

\_\_\_\_\_

Charge for admission \_\_\_\_\_ Meals or refreshments \_\_\_\_\_

Applicable fees (see fee structure) \_\_\_\_\_

Special needs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vicar/Vestry approval \_\_\_\_\_ Date \_\_\_\_\_

Cleaning requirements \_\_\_\_\_

\_\_\_\_\_

Signed Building Use Contract and a Certificate of Insurance along with a \$\_\_ non-refundable deposit (when required) are due upon acceptance of this Application. A check for the deposit should be made out to St. Catherine of Alexandria.

\*\*\*\*\* For Church Office Use Only Approved by Vicar or Vestry: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit \$\_\_ Other Fees: \_\_\_\_\_

Non-refundable deposit received on \_\_\_\_\_ (date). Fee received on \_\_\_\_\_ (date).

Cleaning requirements \_\_\_\_\_

\_\_\_\_\_

## **St. Catherine of Alexandria Episcopal Church Building Use Contract**

This Building Use Contract ("Agreement") is made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between St. Catherine Episcopal Church, Manzanita, Oregon and \_\_\_\_\_ ("Party").

St. Catherine's provides space for non-Church Groups as a service to the community. As a non-profit entity, St. Catherine's seeks to recover only costs related to use and maintenance. Party wishes to reserve space at St. Catherine's. Accordingly, the parties hereto agree:

Party is granted permission to use the facilities of St. Catherine's on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ for the purpose of \_\_\_\_\_ (the Event).

In exchange for such use, Party will provide a non-refundable deposit of \$\_\_\_ upon signing and delivering this Contract to St. Catherine's as well as pay any and all fees assessed by St. Catherine's for the use of the facilities no later than one week before the Event. If Party should use additional services not listed or contemplated in the Building use Application after payment of fee, Party shall remit payment for these additional services within five days after the Event.

Party agrees to comply with all rules and regulations regarding the use of the facilities of St. Catherine's as set forth in the St. Catherine's Building Use Policy, which is a part of this Agreement and incorporated herein by reference.

In the event of damage to church property during Party's use of the facilities, Party shall pay for such damage in such amount as is determined by the Vestry in its sole discretion. Any building damage deposit paid by Party shall be applied to any such damage, and Party shall be responsible for any balance. Said damage includes fees for Church staff time in cleaning or otherwise handling the repair of the damage.

In consideration of the permission extended to me and the group I represent by St. Catherine of Alexandria Episcopal Church to use the facilities owned by the Church, under terms as outlined in Building Use Policy and Building Use Contract, I, members of the represented group, our heir(s) executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against St. Catherine of Alexandria Episcopal Church, its members, rector, vestry, wardens, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify St. Catherine of Alexandria Episcopal Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

The undersigned has read and understands the Building Use Policy and agree to abide by it and the terms and conditions of this agreement.

St. Catherine of Alexandria Episcopal Church Vicar, or Vestry Representative:

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

Printed name: \_\_\_\_\_

Party Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_