



# Saint Paul's

An Episcopal Church for the City of Milwaukee

## Facilities Use Agreement

This document will be completed by the Church, and a mutually signed copy must be executed, including attachments required below, at least one week before use of the facility.

This **Facilities Use Agreement** is made and entered into

this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ by and between [St. Paul's Episcopal Church,](#)

[Milwaukee, Wisconsin](#) "the Church") and \_\_\_\_\_ ("the Guest") for

the purpose of \_\_\_\_\_

In exchange for such use, Party will provide a non-refundable fee of \$50 upon signing and delivering this Agreement to the Church as well as pay any and all fees assessed by the Church for the use of the facilities at least one week before use of the facility.

The Guest agrees to comply with all rules and regulations regarding the use of Church facilities as set forth in [Facilities Use by Outside Groups](#) and the [Facilities Use Application](#), which are constituent parts of this Agreement and incorporated herein by reference.

In the event of damage to church property during the Guest's use of the facilities, the Guest shall pay for such damage in such amount as is determined by the Vestry in its sole discretion.

The Church is not responsible for any injury to anyone attending the Event or loss or damage to the personal property to the Guest or to anyone attending the Event. The obligation for any and all such injuries or damages shall be the responsibility of the individual and/or Guest. The Guest shall indemnify, defend and hold harmless the Church for any such injury, damage or loss. The Party will be required to observe St Paul's public health policies at the time of the event.

The Church acknowledges receipt of the Guest's **declaration of policy page** from its insurance policy, documenting the Guests coverage for third-party property damage and third-party bodily injury. If the Rector or the Vestry determines that additional insurance is required, additional insurance must be purchased for the Event.

The undersigned has read and understands the [Facilities Use by Outside Groups](#) document and agrees to abide by it and the terms and conditions of this agreement.

The Guest is granted permission to use the facilities of St. Paul's on the as described below, and in the attached [Facilities Use Application](#). Where the two documents are in conflict, this document takes precedence. The usage and applicable fees are these:

| <b>Space</b>   | <b>Fee</b> | <b>Dates, Times, and Clarifications</b> |
|--|------------|---|
| Sanctuary for Events with ticket sales (\$500)   |            |   |
| Sanctuary for Events without ticket sales (\$150)  |            |   |
| Sanctuary for rehearsal, in 4-hour increments (\$85)   |            |   |
| Great Hall (\$100)   |            |   |
| Community Room (\$50)  |            |   |
| Choir Rehearsal Room (\$50)  |            |   |
| Use of the Kitchen for food preparation on day of Event (\$50) <i>No charge to serve food prepared elsewhere</i> |            |   |
| Library (\$25)   |            |   |
| Church Representative (\$22 per hour per CR)   |            |   |
| Non-refundable deposit (\$50)  |            |   |
| <b>TOTAL</b>   |            |   |

In consideration of the permission extended the Church to the Guest, the Guest signer below is authorized to use the facilities owned by the Church, under terms as outlined in the [Facilities Use by Outside Groups](#) document and the [Facilities Use Application](#). The Guest, members of the represented group, their heirs, executor(s), administrator(s), assign, waive, release and forever discharge any and all claims, demands and causes of action for damages which they may at any time have against the Church, its Members, Rector, Vestry, Wardens, Trustees, Agents, Employees, and Successors, and assigns as a result of any and all injuries suffered by the Guest during, or as a result of, their use of said facilities, including, but not limited to, personal injuries and property damages.

Further, the Guest here by indemnifies, defends and holds harmless the Church and the Episcopal Diocese of Milwaukee and their respective officers, directors, employees, agents and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against the Church or the Episcopal Diocese of Milwaukee and their respective officers, directors, employees, agents and representatives from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of the Church by the undersigned group and its guests.

**St. Paul's Episcopal Church, Milwaukee, WI**

Guest \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Its **Rector**

Its \_\_\_\_\_