



FACILITIES USE AGREEMENT

1. Event _____
2. Date & Time the space is needed _____
3. Date & Time of the actual event if different from above _____
4. Number of people expected to attend _____ (deposit is for up to 50, up to 100, or over 100 people)*

Individual/Group/Organization Information:

- ☐ Non-profit organization
☐ Commercial entity

Organization Name

Email address

Mailing Address

Phone Number(s)

Responsible/Contact Person(s) Information:

For more than one person; please list additional people and their information on the back side of this form

Name/Position

Email address

Mailing Address

Phone Numbers(s)

YES	NO	Rooms To Be Used	Non-profit Min. 2 hr	Commercial Min. 2 hr
		Sanctuary	\$37.50/hr	\$75/hr
		Parish Hall and/or Kitchen	\$37.50/hr	\$75/hr
		Sanctuary and Parish Hall/Kitchen	\$50/hr	\$100/hr
		Balcomb House Large Classroom, (Youth room or Children's Chapel)	\$12.50/hr	\$25/hr
		Balcomb House Small classroom, all others	\$7.50/hr	\$15/hr
		Cleaning/damage deposit (required, but refundable if not used)	\$50/100/250 *	\$50/100/250 *
		Custodial Fee(s) <i>To be determined and/or assessed as needed/necessary</i>	\$25/hour	\$25/hour
		Total Projected Cost = <i>25% deposit and cleaning/damage deposit due at time of reservation</i>		

The above named individual, group or organization (1) acknowledges receipt of St. Matthew's Facilities Use Policy and agrees to follow same, (2) agrees to indemnify and hold harmless St. Matthew's, its officers, members and staff from any and all claims, suits, costs, damages and liabilities resulting from breach of this agreement and any actions by the user or their guests and invitees, and will in all respects fully and timely comply with such additional requirements and restrictions as may be communicated on behalf of St. Matthew's to the above named individual, group or organization prior to or in the course of such usage.

Signature _____

Date ____ / ____ / ____

Printed Name _____

Title _____

Acceptance by St. Matthew's _____

Please make checks out to St. Matthew's with the notation Facility Use and the dates reserved. See back of page for kitchen checklist.

Kitchen Clean-up Checklist

- If coffee pots are used, wash, rinse, and put them away. If the **stove** or **oven** is used, it must be cleaned completely, along with the cabinets above the stove.
- All dishes, silverware, baking dishes, pots and pans, must be **washed** and **put away**. If you use the dishwasher **RINSE** all dishes and silverware before loading, start the cycle, and put them away when dry. If it is too late to stay at the church in order to unload the dishwasher, it is permissible to have someone come back the next day to put things away.
- **Remove ALL food that was brought in. PLEASE DO NOT LEAVE LEFT OVER FOOD.** The **ONLY** exception for leaving food is by prior arrangement and permission from the office.
- Clean all cabinets, counters, tables, & the sink.
- **Take the bagged garbage to the trash cans.**
- Turn off lights
- ***Please return items to their proper place in the cupboards and drawers.***