

St. Andrew's Episcopal Church
Application for Use of Facilities and Grounds

Approved by the vestry 8/21/18 (updated 8/2022)

Authority

- The rector of St. Andrew's, in consultation with the wardens, has the final authority in all decisions regarding building use.

Usage and fees

- St. Andrew's facilities will be used for only those purposes put forth in the application.
- A fee will be charged to cover the cost of utilities and normal wear and tear.

Applications

- The scheduling of all building use must be approved by St. Andrew's rector.
- The attached *Application for Facilities or Grounds Use and Indemnity Agreement* must be submitted to the church office or rector's representative.

User Representative

- All users must designate a representative to be responsible during use of the facilities. The representative will ensure compliance with all guidelines and responsibilities outlined below. This responsibility cannot be delegated without prior approval by the rector or her representative.

General Guidelines

- Use by any applicant is restricted to those areas agreed to with the rector's representative.
- All accidents or incidents must be reported promptly by calling the parish office at 757-595-0371 during business hours. If no one is available, leave a message with all pertinent details and all contact information. The user shall reimburse St. Andrew's for any undue wear and tear or damage. If there is a serious incident after hours, immediately contact one of the following (in order):
 - Building Manager/Sexton
 - Senior Warden
 - Junior Warden
- If your group includes children/youth/vulnerable adults, then group leaders shall read and comply with the guidelines found in the document, ***Diocese of Southern Virginia Policies for the Protection of Children, Youth and Vulnerable Adults*** (pages 4-7, 9-14, 20-21). This document can be found by going to www.diosova.org/safe_church and clicking on the link: ***Diocesan Safe Church Policy***. They will complete the Universal Training.
- With the exception of tables and chairs, all furnishings and other materials are for the use of St. Andrew's parishioners only. Building users may not bring in any type of equipment or machinery without specific permission of the rector or her representative.
- After each use the organization will clean up the area, remove trash, turn off lights, and ensure doors are locked.
- No pets are allowed on the premises without prior approval of rector.
- Unless otherwise approved by rector, all activities must be concluded in time for the building to be cleaned up secured by 11 PM.
- Alcoholic beverages may be used only in conjunction with religious services or in accordance with St. Andrew's alcohol policy (*available upon request*).
- Failure to abide by these guidelines may result in loss of continued or future use of facilities.

St Andrew's Episcopal Church
Application for Facilities and/or Grounds Use

Applicants: Please answer all questions and sign the declaration at the end of the form.

1. Name of Individual or Group seeking to use St Andrew's facilities: _____

2. Date, time, and duration of building/grounds use: _____

3. Specific facilities requested: _____

4. Type of event: _____

5. Number of people expected to attend? _____

6. Event involves children/youth/vulnerable adults? Yes No

7. Will alcohol be served or available at this event? Yes No

8. Name, address, phone, email of each designated representative (responsible individuals):

9. Fee for use: \$100 for parish hall and kitchen, payable to St. Andrew's
 \$50 for each building entry outside of office hours, payable to _____
 \$75 for set-up, clean-up and take-down, if required, payable to _____

I have read and agree to abide by Guidelines for Use of Facilities and Grounds by

Print name: _____

 Signature

 Date

St. Andrew's Office Use Only:

Upon request:		After event:	
Indemnification form sent/attached?	Y N	Buildings and grounds left clean	Y N
Prior to event:		Buildings and grounds well cared for	Y N
Application signed and dated	Y N	Keys returned	Y N
Use approved by Rector	Y N		
Event on parish calendar	Y N		
Fee received	Y N		
Indemnification form received	Y N N/A		
Arrangement made for key or building lock-up by church personnel	Y N		
Proof of Safe Church Certification for key holders	Y N		

Indemnity Agreement

Agreement of Indemnification between _____ and St. Andrew's Episcopal Church.

For value received, the undersigned jointly and severally agree to indemnify and save harmless St. Episcopal Church and its successors and assigns from any claim, action, liability, loss, damage or suit arising from the following:

Any bodily injury or personal property damage suffered by the undersigned, their guests or family members in, on or near the Premises including but not limited to the public street or public or private parking places. The undersigned is responsible for its own employees, guests and invitees' security and personal property. Except in the event of any negligence or willful misconduct by St Andrew's Episcopal Church, the undersigned shall hold St Andrew's Episcopal Church harmless from any and all liability from any and all claims, demands, actions or causes of actions on account of any death, injury, personal property loss, child molestation, or sexual harassment.

Where any claim is asserted, St. Andrew's Episcopal Church shall provide the undersigned with reasonably timely notice of same in writing.

Thereafter _____ shall at its own expense defend, protect and save harmless St. Andrew's Episcopal Church against said claim or any loss or liability resulting therefrom.

Should _____ fail to so defend and/or indemnify and save harmless, then, in such case, St Andrew's Episcopal Church shall have full rights to defend, pay or settle said claim on their own behalf without notice to the undersigned for all fees, costs, and payments made or agreed to be paid to discharge said claim.

_____ agrees to pay all reasonable attorneys' fees necessary to enforce said indemnification.

This agreement shall be unlimited as to amount or duration, and it shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal agents and representatives.

Signed this date _____

By: _____

Print name

Signature

Witnessed by: _____