

St. Mary's Episcopal Church

Building Use Agreement

THIS AGREEMENT made on [insert date] by and between

[Insert name]

[Insert Organization if applicable]

[Address]

[City, State, Zip]

[Telephone number]

email: [Insert e-mail]

(hereinafter referred to as PAYING GUEST)

St. Mary's Episcopal Church

1300 Pearl Street

Eugene, OR 97401

Telephone: 541-343-9253

email: louise@saint-marys.org

(hereinafter referred to as "ST. MARY'S").

WHEREAS, PAYING GUEST wishes to use the [insert room(s)] at ST. MARY'S church building for their [insert event], and WHEREAS, ST. MARY'S is willing to provide use of the [insert room(s)] under the terms and in consideration of the mutual promises herein contained, the parties agree as follows:

I. Building Use Terms:

A. PAYING GUEST will use the [insert room(s)] at ST. MARY'S on the following date(s):

[day, date, time]

** Time includes set up and clean up.*

B. PAYING GUEST will insure that the building will remain secure through proper lockup procedures as written in the Building Use Guidelines and discussed with the Office and Building Manager, Louise Fortuna.

C. PAYING GUEST will insure that the [Insert room(s)] is left in their original condition.

D. PAYING GUEST will provide ST. MARY'S with a certificate of insurance that names "St. Mary's and the Diocese of Oregon" as additional insured. (Non-profits should be able to get a policy at a reasonable cost. Individuals wishing to use ST. MARY'S may be able to get extensions on their homeowner's insurance policies to cover their events.) (12-step groups are exempt from this requirement.)

E. Paying guest has been issued key [insert key number]. This key is to only be used during the agreed upon in this or subsequent contracts.

II. PAYING GUEST will compensate ST. MARY'S for building use as follows:

A. PAYING GUEST will pay to ST. MARY'S the sum of [insert fee].

B. Payment was made will be made before the event/by date of event/made on or before the first meeting of every month.

THIS AGREEMENT can only be modified with mutual consent from both parties including but not limited to immediate notification of termination of use, schedule changes, and room changes. This Agreement shall be construed and interpreted in accordance with the law of the State of Oregon applicable to agreements wholly to be performed therein.

AGREED:

ST. MARY'S EPISCOPAL CHURCH

[Insert Organization Name]

By: _____
Louise Fortuna, Office Manager

By: _____
[insert name]

Date: _____

Date: _____