St Michael's Episcopal Church, Lansing, MI

**Facility Use Agreement**

**Recurring Use (To Be Reviewed Annually)**

*This application must be completed, with agreement of suggested donation and reviewed annually between the parties.*

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of 2nd Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date of Facility Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day / Date of Event(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per Week/Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Time for Use\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending Time for Use\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* Includes time for set-up, take-down and clean-up

Purpose / subject /title of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number attending (including guests & others): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space to be reserved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suggested donation for space\*\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* The fee for use of the Emrich Room, Kitchen and/or Outside Grounds is $50 for members of St Michael's and $100 for non-members. All, or a portion, of this fee may be returnable to the requestor upon discussion with the Rector and/or Warden to the Building and Grounds.

Will you need special equipment for your event (be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will you need a specific set-up for your event (be specific & attach diagram)?

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Will there be food / beverages served or will there be art / craft supplies used?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name and Number of Key Holder for group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **For Office Use** |
| Date Received: Date Starting: Date Ending: Key:  |
| Notes: |

ACCEPTANCE OF RESPONSIBILITY AND TERMS

On behalf of my organization or party, I accept responsibility for the Room(s) and equipment during the time they are being used for my event. I understand that the room reservation will be canceled if the completed application is not received prior to the start date of the event and then reviewed (at least) annually.

I further agree and acknowledge the following:

Use of Property - The property to be used at St Michael's Episcopal Church, Lansing, MI and pursuant to this agreement (Property) will be used in a safe, lawful manner, not inconsistent with or to impede on the normal operations of St Michael's. As applicant, I/we assume responsibility and exclusive liability for safe use and operation of the Property and will not use or allow the use of the Property in a manner that violates any law of any jurisdiction applicable, or violates any rule or restriction of the applicable insurance policy, and I/we agree to indemnify, defend and hold harmless St Michael's from any claims, fines, forfeitures, damages, penalties and such resulting from any violation by me/us as applicant and user, my/our guest or others (including but not limited to, employees, agents, contractors, or officers or any non-invitees that come because of the event). As applicant, I/we shall further indemnify and hold harmless St Michael's and its principals, employees, agents, subsidiaries, and sub-contractors from all damage, loss, theft, and all losses, liabilities, damages, injuries, claims, demands, fines, penalties, costs and expenses of every kind including legal fees and costs in defending against or prosecuting claims, arising out of or in connection with the use of the Property by me/us, or my/our agents, employees, and other third parties, whether or not authorized by St Michael's during the period of the license agreement or any extension thereof.

NO WARRANTY OF FITNESS OR SUITABILITY IS MADE -- AS APPLICANT, I/WE

ACKNOWLEDGE THAT THE PROPERTY LICENSED WAS SELECTED BASED ON

MY/OUR OWN ASSESSMENT, AND NOT BASED ON ANY REPRESENTATION MADE

BY St Michael's Episcopal Church, Lansing, Michigan OF FITNESS, SUITABILITY,

DURABILITY, OR QUALITY OF THE PROPERTY. St Michael's Episcopal Church, Lansing,

Michigan MAKES NO OTHER WARRANTIES OF THE PROPERTY OTHER THAN WHAT IS WRITTEN IN THIS AGREEMENT. THE PROPERTY IS LICENSED "AS-IS" AND I/WE LICENSE THE PROPERTY AT MY/OUR OWN RISK.

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|  Applicant Signature    | Date  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Applicant Signature    | Date  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Rector or Senior Warden's Signature  | Date  |

**A list of specific "Building Use Guidelines" should accompany this agreement.**

**St. Michael's Building Use Guidelines**

1. When needed or required, a person (from St Michael's) will be made available to supervise set-up and clean-up. (Sufficient notice is required -- two weeks, in advance, is suggested.) Otherwise, the requestor is responsible for their own set-up, take-down and clean-up.

1. The facilities must be restored to their original condition and configuration.

1. Responsibility must be assumed by the group using the hall for any breakage or damage.

1. No methods of decorating that will require tape, tacks or damage to the walls, ceiling, or floors are permitted. All decorations must be completely removed as part of the clean-up.

1. Fire regulations, as specified by the Lansing Fire Department, will be observed. Among other things this means that there need to be clear lanes to all exits; and, no flammable decorations will be used.

1. The kitchen and other event space will be left clean and neat in the same or better condition than found.

1. No beer, wine or other distilled spirits are permitted.

1. Snow removal in the parking lot is done by an outside vendor when the snow accumulation exceeds 1 inch. There is no guarantee that the sidewalks and outside porch area will be clear of snow although St Michael's attempts to clear these areas when possible. Otherwise, shovels and ice remover ("salt") will be available in the porch area for self-use.

1. St Michael's assumes no liability for accidents, injuries and/or mishaps that occur in or about the church property.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Phone Numbers:

* St Michael's Episcopal Church: 517-882-9733
* Lansing Police: 517-483-4600
* Lansing Fire Department: 517-483-4200