AGREEMENT FOR ST. LUKE’S CHURCH BUILDING USE Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recurring event dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of use (including set-up and clean-up time) Begin/End\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in charge at event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests *(not to exceed Fairfax County Fire Marshal’s maximum occupany)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

St. Luke’s Sponsor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church areas to be used *(please check all that apply)*

\_\_\_\_\_ Front Entrance/Narthex \_\_\_\_\_ Library

\_\_\_\_\_ Parish Hall \_\_\_\_\_ Kitchen

\_\_\_\_\_ Classroom(s) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Nave

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Guest Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sexton Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We understand that Saint Luke’s reserves the right to cancel this event and agreement at any time.

I/We understand that I/we are responsible for cleaning church areas used and restoring them to the way we received them. All or part of the security deposit will be forfeit if the church areas require cleaning, repair, or restoration to their original condition, including in the case of failure to turn off heat/ac, lights, or lock doors after use. The church is the final arbiter of all these conditions.

I/We understand the $50 Sexton Fee is for the church representative who will help ensure lights, heat/ac, doors are properly turned on and off, that the room has been restored to original condition after use, and that the hours of use do not exceed the hours agreed. The Sexton has no responsibility for cleaning or moving furniture or equipment.

For recurring users: I/We understand the church may waive the $50 per use Sexton Fee and entrust me/us with the proper shut down of heat/ac, lights, doors etc. However the church may reinstitute this per use fee at its discretion.

Guest Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

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

(Organization/User Representative)

agree to protect, indemnify, save and keep harmless, St. Luke’s Episcopal Church, its agents, members, and employees against and from any and all liability, loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about the premises of St. Luke’s Episcopal Church, causing injury to any person or property and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of any failure of the user in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, at the premises of St. Luke’s Episcopal Church.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note to the signer(s) of this agreement: Your execution of this agreement waives any right you may have to recover damages from the named parties for any injury or accident that may occur during the period of your use of the facilities. You may wish to obtain, at your own expense, from an insurance company appropriate coverage for the period and premises involved, in the event that insurance coverage you currently have does not provide you with suitable protection.

Fees: (See fee schedule)

Rent $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Utility/Maintenance Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit $200.00

Sexton Fee $50.00 per use (note the sexton fee may be waived in cases of recurring use.)

TOTAL $\_\_\_\_\_\_\_\_\_\_ (Checks payable to: St Luke’s Episcopal Church)

For Office Use:

Security Deposit Check rec’d by \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_ Check Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sexton Fee Rec’d \_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_ Check Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Rec’d \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_ Check Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event entered into Google Calendar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Sexton notified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day School Notified if event takes place during Day School hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: All rentals require an additional $50 per use Sexton Fee.** This church representative will help ensure lights, heat/ac, doors are properly turned on and off, that the room has been restored to original condition after use, and that the hours of use do not exceed the hours agreed. The Sexton has no responsibility for cleaning or moving furniture or equipment.

**FEE SCHEDULE**

**NAVE/NARTHEX (LIMITED TO 490 PERSONS IN COMPLIANCE WITH FAIRFAX COUNTY FIRE MARSHAL)**

* Weddings/ funerals of active, pledging members, no cost
* Weddings of non-members, $500 per occasion. This includes ninety minute rehearsal the day before, opening the church one hour before the ceremony and closing the church one hour after the ceremony. (This cost reflects space use only. It does not include cleaning, flowers, or clergy time.)
* Other uses, $100 per hour
* Consecutive uses, $75 per hour (consecutive uses is defined as renting the same space two or more times on a weekly or monthly basis)

**PARISH HALL / KITCHEN**

**Parish Hall (limited to 206 persons with chairs; 96 persons with chairs/tables in compliance with Fairfax County Fire Marshal).**

We currently have available 10 round tables that are 60 inches or five feet in diameter; 15 rectangular tables that are 30-inches wide and eight feet long; 150 chairs.

Single use, $100 per hour; Consecutive uses, $40 per hour. (Consecutive uses is defined as renting the same space two or more times on a weekly or monthly basis).

**Kitchen**

Renovated 2010. Includes state-of-the art appliances: two gas ovens, a flat gas griddle, and a gas six-burner stove; a dishwasher that sterilizes dishes in two minutes; a single-case freezer and a double-case refrigerator.

Single use, $50 per hour; Consecutive use $25 per hour.

Please note that our kitchen is not a Fairfax County "certified" kitchen.

**LIBRARY (Limited to 40 persons with chairs; in compliance with Fairfax County Fire Marshal) -** Newly renovated (2014).

Single use: $50 first hour/$25 per each additional hour

Consecutive uses, $25 per hour (consecutive uses is defined as renting the same space two or more times on a weekly or monthly basis)

**CLASSROOMS**

**Limited to 20 persons with chairs; in compliance with Fairfax County Fire Marshal**

Single use, $25 first hour/$15 each additional hour

Consecutive uses, $15 per hour (consecutive uses is defined as renting the same space two or more times on a weekly or monthly basis)

**Room 19, a large classroom  (Limited to 40 persons with chairs; in compliance with Fairfax County Fire Marshal) -** Renovated 2010.

Single use, $35 first hour/$20 each additional hour

Consecutive uses, $20 per hour (consecutive uses is defined as renting the same space two or more times on a weekly or monthly basis)