

8.2.6 Sample Form....Use of Facilities Agreement

Each parish or mission, having developed a use of facilities policy, also needs a procedure to implement that policy. Here is an example of a Use of Facilities Agreement employed by one parish for non-parish organizations or groups.

AGREEMENT FOR USE OF CHURCH FACILITIES

_____ PARISH (or MISSION)

APPLICANT _____

Mail Address _____

Responsible Person _____ Telephone _____

AREA TO BE USED _____

NATURE OF USE _____

NUMBER OF PERSONS _____ AGE RANGE _____

DATE _____ AND TIME(S) _____ OF USE

SUGGESTED DONATIONS (IN ADVANCE) TO COVER COSTS OF THIS MINISTRY:

UTILITIES _____

JANITORIAL _____ PER HOUR, _____ PER SPECIFIC EVENT

OTHER _____

OTHER CONDITIONS OF USE:

1. Use is restricted to designated area.
2. If scheduling conflicts occur, Church activities will take precedence.
3. Permission is revocable by Church on _____ days notice.
4. Applicant has been provided a copy and understands the Church Use of Facilities Policy.
5. Applicant will indemnify the Church from all expenses, claims and demands arising from use of the premises by Applicant or from the act or omission of any person present or acting on behalf or under the authority or permission of Applicant.
6. Applicant will provide a current Certificate of Fire, Theft, and Liability Insurance. The Church is to be named as "Additional Insured".

The above conditions are agreed to By _____

Title _____

Permission for the above described use is hereby granted upon the conditions set forth above.

_____ Parish (or Mission)

By _____

Title _____

Dated _____, 19 _____