

GRACE EPISCOPAL CHURCH
213 East Austin Street
P.O. Box 172, Port Lavaca, Texas 77979
Phone: 361-552-2805
Fax: 361-553-8713



BUILDING AND PROPERTY USE AGREEMENT AND GUIDELINES

*** Please sign this form and return prior to your use/event***

ORGANIZATION/EVENT: _____

CONTACT PERSON: _____

The facilities at Grace Episcopal Church requested:

_____ (building/room/grounds)

on _____ from _____ until _____
(weekday and date) (beginning time) (ending time)

I agree to the rules and guidelines found on page two of this Building and Property Use Agreement. In addition, I agree to fully comply with all local, state, and/or federal laws, rules, regulations, codes, licensing requirements, and other governmental requirements, including fire codes and maximum occupancy standards. I understand, as representative of our group, that we may in no way hold Grace Episcopal Church responsible for any lost or stolen items, nor may we hold the Church liable for injuries sustained upon the Church premises. I also agree that the Church is not responsible for the supervision of children attending or accompanying others during any event covered by this agreement.

ORGANIZATION/EVENT: _____

SIGNATURE: _____ DATE: _____

Relationship or Authority to Organization: _____

Address: _____

Main Phone for Contact: _____ Cell Work Home (Please circle one)

Back-up Phone Numbers for Contact: _____

Email: _____ (Email/Contact info not given to others)

DONATIONS FOR USE OF THIS SPACE ARE APPRECIATED

Signature of Church Representative: _____

Date: _____



RULES AND REQUIREMENTS FOR USE OF FACILITIES AND PROPERTY AT GRACE EPISCOPAL CHURCH

Remember that the main function of this property is as a place of worship.

Please follow these guidelines, rules and requirements:

1. All buildings are smoke free. If smoking outside, please dispose of cigarette butts in a safe and appropriate manner.
2. Please refer to the separate alcohol policy for information regarding alcohol use on Church property.
3. Do not use church supplies, food or drink unless previously arranged with someone in the church office.
4. Chairs, tables, easels, kitchen and cleaning equipment and any other church property or equipment are only for their intended purpose and/or use.
5. Please return your space neat and clean by putting away chairs and tables, straightening the room, and in all ways leaving the space in as good or better condition than you found it. Lock doors upon leaving, if appropriate.
6. The Church is not responsible for any damaged, lost or stolen items.
7. All property and supplies you bring must be removed immediately after your event, whether you are using church facilities once or for multiple times. Grace Episcopal Church does not supply storage unless a signed and written agreement has been made. Any storage site agreed upon must be designated, labeled, and must be completely out of the way of others who use the same facility. If a storage agreement is made, all items must be stored immediately after your event. Even with a written agreement, the Church is not responsible for any loss, damage or theft as many different people and organizations use our facilities.
8. Be prepared to repair or replace broken, missing or damaged church property.
9. If this Building and Property Use Agreement continues for weeks or months, there is a rare possibility of the Church needing to use its facility when you are scheduled. The Church will have precedent of the building use. Every effort will be made to find you another area or room for you to use instead of canceling your event. You will be informed of any conflict at the earliest possible time.
10. It is your responsibility to keep contact information up to date with our office.
11. You are responsible for your own trash removal.