



Grace Episcopal Church

Facility Use Guidelines and Property Request Form



Grace Episcopal Church
820 Broadway Street
Paducah, KY 42001

Office: (270) 443-1363
Fax: (270) 443-5066
Emergency: (417) 895-8110

Grace Episcopal Church provides meeting space and/or items of property as a community outreach service. The following guidelines protect all parties. Failure to abide by these guidelines may result in the loss of meeting space or property borrowing privileges.

1. The meeting space is part of sacred property and thus must be treated with utmost respect and diligent care.
2. When key cards are furnished, the user group agrees to supply the name(s) and phone number(s) of the key card holders(s). Under no circumstances may key card be transferred or shares with others. A \$25.00 security deposit is required at the time the card key is picked up and is refundable upon return of the card key.
3. The user group is responsible for any damages to the church property and/or equipment during their occupancy/borrowing and must report any damage to the Parish Administrator as soon as possible.
4. Grace Episcopal Church is a smoke-free facility and no smoking is allowed on church property.
5. Children must be supervised by an adult at all times and may not play in the parking lot at any time.
6. Possession or use of illegal substances on church property is not permitted and may result in loss of meeting space. Alcohol is not permitted unless otherwise okayed by the Rector and/or Vestry.
7. The use of candles or other open flames by parties other than Grace Episcopal Church clergy and/or staff is not permitted.
8. Before leaving the building, all lights and appliances must be turned off and all doors securely locked.
9. Grace Episcopal Church is not responsible for lost or stolen items.
10. Grace Episcopal Church has the right to terminate this agreement at any time with or without cause by providing notice to user group at least ten (10) days prior to termination.
11. Any meeting time, meeting date, and/or use of property/items other than those specifically agreed upon here must be scheduled/requested through the Parish Administrator at least two (2) weeks prior to desired date of use.

The Representative and Applicant agree to comply with the Facility Use Guidelines. In consideration for Grace Episcopal Church ("Church") permitting the Representative and Applicant to utilize its real or personal property, the Representative and Applicant agree that they are liable for any and all damage to the real or personal property of the Church during their use of same, regardless of the cause. The Representative and Applicant will be responsible for any and all repairs and/or replacements of real or personal property resulting from or related to Representative and/or Applicant's use.

The Representative and Applicant hereby release the Church, its employees, clergy, vestry and agents from any and all liabilities resulting from Representative or Applicant's use of said property, including any such liabilities caused by the negligence of the Church. Representative and Applicant agree to indemnify, defend and hold harmless the Church from and against any claims, costs, or damages (including attorneys' fees) related to or arising from Representative or Applicant's use of and activities on the property, regardless of whether such claims, cost, or damages are caused or contributed to by the action of omissions by the Church.

Representative or Applicant shall carry general liability insurance having combined single limits of at least \$1,000,000 covering Representative or Applicant's activities on the property. For ongoing or recurring use of the Church property, the Church must be named as an additional insured on such insurance with full waiver of subrogation. Representative or Applicant shall provide a certificate evidencing such insurance prior to its use of Church property. The Church reserves the right to deny, cancel, or withdraw approval of the use of its real or personal property at any time and in its sole discretion.

Signed by _____

Name of Organization _____



Grace Episcopal Church

Facility Use and Property Request Form



Date Application Completed: _____

PLEASE TYPE OR PRINT:

Name of Person making request ("Representative") _____

Name of Organization ("Applicant") _____

Address _____ City _____ State _____ Zip Code _____

Daytime telephone number _____ Evening telephone number _____

Email Address _____

Dates Requested _____

Meeting Space is limited to the following areas of Grace Church:

1. _____
2. _____
3. _____
4. _____
5. _____

All other areas of the church property are off-limits.

Item of property requested _____

Reason for Request or Use _____ Time of Event _____

Rehearsal time/date if applicable _____ Honorarium Given _____

Name of Insurance Carrier the organization carries for Liability insurance:

For Office Use Only

Date: _____		Approval given by Rector: Y N		Vestry Approval: Y N	
Rep./Applicant notified of approval by: _____			Honorarium Received by: _____		
Amount: \$ _____	Check # _____	Cash \$ _____	Receipt # _____		
Church key issued by: _____			Church Key Received by: _____		
Requesting Party issued Facilities Use Guidelines:		Y N			
Amount of Deposit: \$ _____	Check # _____	Cash \$ _____	Receipt # _____		