

**PROPERTY USE CONTRACT**

**ST JOHN’S EPISCOPAL CHURCH, 523 Hartford Turnpike, Vernon, CT.06066**

For the period beginning \_\_\_\_\_ to \_\_\_\_\_

**Name of Organization/Group/Individual** \_\_\_\_\_

**Contact Person— Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

We, the above named organization, group or individuals, agree to the use of St John’s facilities, in accordance with the stated policies and the designations indicated below as to the space used and the time of use at the church.

**Specific building or property space utilized:** \_\_\_\_\_

**Specific time of property usage:** \_\_\_\_\_

**Donation or alternative arrangement:** \_\_\_\_\_

**TERMS: All groups and or individuals using our property for events other than Church-related functions will provide proof of Insurance and will provide St John’s Church with a copy of their “Certificate of Liability Insurance”.**

All groups other than those associated with St John’s Church, shall be responsible for their own set up and clean up including the removal of garbage from premises. A \$50 fee will be imposed each time our church Sexton is required to clean up after any group meeting.

**Any group or organization not belonging to St John’s Church must provide proof of his or her own insurance coverage or the signed insurance waiver attached.**

**All church functions take precedence over any outside group’s use of the St John’s facilities. A week’s notice shall be given to an outside group should the parish require the use of its own facilities. An exception shall be the parishes use of its facilities for an occasion of Christian burial such taking priority over all functions.**

Additional meeting space and times needed by a group using the St John’s facilities are to be arranged with the Parish Office at least **one month in advance.**

**Signature of Group Representative** \_\_\_\_\_

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

**Please sign and return original to the church office:**

**Approved by:** \_\_\_\_\_