

**PROPERTY USE CONTRACT
FOR FACILITIES AT
ST. JOHN'S EPISCOPAL CHURCH
523 Hartford Turnpike
VERNON, CT 06066
(860) 872-0517**

This agreement is intended to effect and promote the good stewardship of the facilities at St. John's Episcopal Church. It is to be completed and signed by a responsible representative of any group or organization using St. John's buildings or grounds. It is expected that such representatives make known the policies and stipulations of this agreement to the members of their particular groups or organizations. The Vestry, Wardens, and Rector are happy to assist particular groups by making St. John's facilities available. However, St. John's reserves the right to terminate any building use agreement when the facilities at St. John's are not properly cared for by a group using the Parish's physical plant.

After reading the policies stated within this agreement, group or organization representatives are to sign the form and return it to the St. John's Parish Office. A copy of the signed contract will be furnished upon request.

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1. Any person, group, or organization using the facilities of St. John's Church shall exercise proper care in utilizing the Parish property. Rooms and areas used are to be left clean and orderly. Tables and chairs are to be returned to their proper place. MATERIALS USED BY A GROUP USING ST. JOHN'S ARE TO BE PICKED UP AND NOT LEFT LINGERING. GARBAGE IS TO BE PROPERLY AND THOROUGHLY BAGGED OR DOUBLE BAGGED IF NEEDED, AND THEN REMOVED FROM THE PREMISES BY ANY GROUP, ORGANIZATION OR PERSON GENERATING THE GARBAGE AND/OR TRASH. LIKEWISE, ANY RECYCLABLES GENERATED ARE TO BE TAKEN AWAY BY THE PERSON, GROUP OR ORGANIZATION TO RECYCLE.
 2. If an organization or group stores materials at St. John's, it is to be done in accordance with the Facilities Commission directions. St. John's storage space is at a premium, and groups storing supplies and materials are to do so ONLY in areas specifically designated by a member of the Parish staff or the Facilities Commission. Such supplies and materials are to be clearly marked as belonging to a particular group etc. Parish supplies and materials are not to be moved or disturbed to accommodate a group's needs. Organizations regularly using St. John's are to use storage facilities elsewhere for those things not absolutely necessary for a group's regular meetings.
 3. Any group using the facilities of St. John's Parish shall exercise due care in seeing that the security of the buildings and areas in use is maintained. When any person, group or organization is finished with the facilities at St. John's, doors, windows, et cetera are to be locked and secured in proper fashion. Lights are to be shut off. This cannot be emphasized more!
 4. Keys to St. John's buildings will be furnished as necessary by the Church with the understanding that NO COPIES OF KEYS WILL BE MADE BY ANY KEYHOLDER. Distribution of keys is carefully monitored and any unauthorized keys or their use at St. John's will result in the termination of a group's contract. Those who hold keys for the use of any organization or group using the St. John's facilities shall have their names, addresses, and phone numbers recorded in the Parish Office. Keys shall be returned to the Parish Office upon request.
 5. Smoking and/or drinking in any building at St. John's is not permitted.
 6. Use of facilities at St. John's shall not exceed the specific use arrangements made in this contract. Additional facilities use beyond the regular arrangement must be cleared with the Parish Office.

7. Persons, groups or organizations using St. John's are to report any breakage, malfunctions or other problems regarding the facilities to the Parish Office as soon as possible. Again, we expect groups using St. John's to help the Parish exercise good stewardship of our buildings and grounds.
8. Donations for the use of St. John's facilities are set and approved by the Vestry. Such donations are due as specified in the building use agreement unless special arrangements are made with the Parish Office. Checks are to be made out to 'St. John's Episcopal Church'.

An Additional \$50.00 refundable fee due prior to using the facilities is required by St. John's from any organization, group or person utilizing the Parish property. This fee will be refunded provided the Sexton's services are NOT required to return the premises to an acceptable clean and orderly condition as found.

Any fee or refundable cleaning fee may be waived at the discretion of the Rector.

9. St. John's Church reserves the right to designate the use of its facilities for events and functions related to its life and ministry. Upon due notice, groups using the Parish facilities may be asked to alter, postpone, cancel or relocate their meeting due to a Parish event requiring church facilities.
10. Reservations for building use at St. John's must be requested at least one week prior to the date of the meeting for which the facilities are wanted. No building or property use at St. John's will be sanctioned prior to its being cleared on the Parish Calendar, and designated thereon.
11. St. John's is not responsible for lost or stolen items left by a member of a group using the Parish facilities, although the Parish Office will help as much as possible to recover such items.
12. Infraction of any of the above policies may result in the termination of an organization's or group's use of the St. John's facilities. Also, groups and organizations through their designated representative will be held accountable for any misuses, damage and replacement/repair of facilities at St. John's.
13. In the winter, if persistent weather conditions or lack of time prevent St. John's from clearing and making safe its walkways and/or its parking lots, St. John's reserves the right to cancel any group's use of the Parish facilities.
14. Insurance – Renter must be insured and show proof of insurance (needs to be verified with our insurer). The renters agree to defend and indemnify St. John's for any injury to person or property that occurs as a result of any act or omission of the renter, its employees or servants.