

## BUILDING/FACILITY/GROUNDS USE AGREEMENT

**This is a legal contract. Read before signing.**

It is agreed between **St. Charles Christian Church (Disciples of Christ)**, hereinafter referred to as THE CHURCH, and \_\_\_\_\_, hereinafter referred to as USER, that THE CHURCH shall allow the USER access, and the use of the FACILITY as conditioned and described below, subject to all the policies and procedures of THE CHURCH.

ORGANIZATION/INDIVIDUAL REQUESTING USE:

---

DATE(S) OF USE:

---

TIME NEEDED: FROM \_\_\_\_\_ A.M./P.M. TO \_\_\_\_\_ A.M./P.M.

PURPOSE OF USE (type of activity) \_\_\_\_\_

The undersigned has been given authority to act for and be responsible for the USER making this application. The USER will see that the FACILITY is not misused or abused, that there is proper adult supervision at all times, that the FACILITY is used in conformity with all policies and regulations of THE CHURCH, and that all other terms of this BUILDING/FACILITY/GROUNDS USE AGREEMENT are adhered to and followed.

The undersigned understands and agrees that this BUILDING/FACILITY/GROUNDS USE AGREEMENT does not establish an employer-employee relationship between USER and THE CHURCH, that the event is neither a conducted event nor a sponsored event of THE CHURCH. In addition, it is understood that THE CHURCH will not exercise any physical or other control over the operation of the event, other than those already spelled out in this BUILDING/FACILITY/GROUNDS USE AGREEMENT. In addition, USER understands that THE CHURCH is not providing any supervision by this agreement.

### No Other Promises or Warranties

\_\_\_\_\_ USER understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that the facility will be adequate for USER'S planned use, and that USER accepts the facility in AS IS condition. (USER to initial.)

\_\_\_\_\_ USER has inspected the facility to be used, and has independently determined that it is suitable and safe for their particular purpose. (USER to initial.)

### Liability/Property Damage Insurance

USER, at its sole cost and expense, shall maintain during the DATE(S) OF USE of this agreement public liability insurance insuring against ALL liability of USER, THE CHURCH, and their authorized representatives arising out of and in connection with USER'S use of the FACILITY, with a single liability limit of:

Check appropriate box: \_\_\_\_\_ \$100,000 \_\_\_\_\_ \$1,000,000

**BUILDING/FACILITY/GROUNDS TERMS OF USE**

1. The USER shall utilize The Premises for the sole purpose of a private event. The USER shall have access to The Premises on the date and during the time agreed upon. Access shall include the restroom facilities.
2. The USER shall not assign, rent or encumber this agreement to any other party.
3. The USER agrees to leave The Premises in a neat and clean condition. The USER shall be responsible for the cost and expense incurred by THE CHURCH to repair any damage to The Premises that occurs in connection with or as a result of the USER’S use of The Premises. Trash should be bagged and placed in the trash containers outside on the north side of the building.
4. The USER agrees that other activities may be occurring in other parts of the church; therefore granting walk-through access to other areas of the church. The USER will be notified in advance of any other scheduled event, if at all possible, to minimize any disruption.
5. If USER is using the church kitchen, they are to provide their own paper and plastic serving products, coffee supplies, etc.
6. THE CHURCH will issue a key code (# \_\_\_\_\_) for the outside key box (located on the left side of the porch from Hempstead Street) to the USER. The USER shall return the key to the key box after locking all church doors. If the key is not returned, the USER agrees to pay an administrative fee to replace the key or replace the door locks at cost, whichever THE CHURCH deems necessary for security purposes.
7. Cash or checks are acceptable for payment. A check returned for any reason will incur any fees that are charged to THE CHURCH.
8. Funerals ALWAYS take precedence over any event—on the calendar or otherwise. In the case of a funeral, all monies paid to THE CHURCH will be returned to the USER.
9. A/V Technician: If the USER wishes to use the church sound system, you must use one of the church’s AV specialists. The A/V technician fee is \$50.00. Please initial here \_\_\_\_\_ to use the A/V specialist.
10. The USER shall NOT permit the use of tobacco products, alcohol or illegal substances ANYWHERE ON THE CHURCH PREMISES AT ANY TIME.

The undersigned have agreed upon the above-mentioned terms of the agreement:

Name (Signature) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone(cell) \_\_\_\_\_ (landline, if available) \_\_\_\_\_

Church Representative’s Signature: \_\_\_\_\_

St. Charles Christian Church (Disciples of Christ)  
Property Owner  
3337 Rue Royale  
St. Charles, MO 63301  
636.947.1821

## **FEE SCHEDULE AND TERMS**

There is no charge for non-profit groups (i.e., Scout troops) or church members.

Church members can make reservations twelve (12) months in advance.

Non-church members can make reservations six (6) months in advance.

The Narthex can be reserved for three (3) hours at \$50, and \$15 per hour after the first three (3).

The Sanctuary can be reserved for three (3) hours at \$250, and \$50 per hour after the first three (3).

Kitchen usage (for the purpose of using the stove to prepare food for a meal): \$50

All events held on Saturday, must conclude by 6:00 p.m. without prior approval.