



# ST. ANSELM'S CHURCH

## FACILITY USE AGREEMENT

### USER CONTACT INFORMATION

Organization		Non-Profit ID # (if applicable)	
Contact Name			
Address, City, Zip			
Home Phone	(    )	Work Phone	(    )
Mobile Phone	(    )	Email	
Caterer (If Applicable)**		Phone	(    )

### EVENT INFORMATION

Event Date(s)		Hours of Use	
Type of Use		Attendance Estimate	
Ongoing Events?		One-Time Event?	
Requested Facility and Services (Check boxes)	Main Hall	Conference Room	
	Kitchen (Food Service)	Classroom #2	
	**Kitchen (Food Prep) Fee waived if user contracts with <b>Sunrise Catering</b>	Setup /Breakdown Service	
		Breakdown after midnight on Saturday	
Wine / Beer Served?	YES	NO	

### EVENT CHECKLIST

Item	Date Received	Charge	Event Coordinator Initials / Notes	Refund (If Applicable)
Insurance Certificate				
Setup Plans				
Decoration Plans				
Signed Agreement				
Key Issue and Key Number				
Key Return				
Reservation Deposit (Applied to final payment)				
Main Hall Donation				
Conference Room Donation				
Classroom #2 Donation				
Kitchen Prep Donation				
Kitchen Service Donation				
Extra Hours Donation				
Setup / Breakdown Donation				
Extra Breakdown Donation (after midnight on Saturdays)				
Key Deposit				
Security Deposit				
TOTAL				

As the designated representative, I have read the document, "Alcohol, Smoking, and Substance Policy". I accept the responsibilities described in the document and will ensure that the organization or group that I represent will follow them as well.

User Name (Print) \_\_\_\_\_

User Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

As the designated representative, I have read the document, "Facilities Use Policies". I accept the responsibilities described in the document and will ensure that the organization or group that I represent will follow them as well. I understand that if there is any loss or damage to the facility or its contents, I will be assessed an additional charge equal to the Church's correction costs.

User Name (Print) \_\_\_\_\_

User Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_