

**Saint Saviour's Episcopal Church  
Old Greenwich, Connecticut**

**FACILITIES USAGE POLICY**

Saint Saviour's Episcopal Church, Old Greenwich, Connecticut, is pleased to make its facilities available to individuals, groups, and organizations for meetings and other events at its discretion. The use of any facilities of Saint Saviour's Episcopal Church by any individual, group, or organization is conditioned on the strict adherence to the following General Requirements, Insurance Requirements, and Indemnification Clause. **[Specify any additional conditions added by your parish]**

**General Requirements:**

1. The facilities of Saint Saviour's Episcopal Church subject to these requirements include all real and personal property located at 350 Sound Beach Avenue, Old Greenwich, including but not limited to all furniture, fixtures, and equipment.
2. Any individual, group, or organization that uses the facilities of Saint Saviour's Episcopal Church does so only upon the express agreement to use utmost care to protect and preserve the facilities of Saint Saviour's Episcopal Church and to leave those facilities in good, clean condition.
3. All requests to use the facilities of Saint Saviour's Episcopal Church must be made in writing and must be approved before the proposed use in writing by the Rector and at least one Warden of Saint Saviour's Episcopal Church.
4. Each proposed user of the facilities of Saint Saviour's Episcopal Church must fully complete and deliver to the church office a signed Facilities Use Agreement and a Certificate of Insurance with the request for use of the facilities \_\_\_\_\_ days prior to the planned event. #
5. Approval of the use of facilities of Saint Saviour's Episcopal Church is subject to the sole and unilateral discretion of Saint Saviour's Episcopal Church, which further reserves the right to schedule other activities and events at the same time as the proposed use in other parts of the church facilities.
6. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by Saint Saviour's Episcopal Church and shall pay for such repair and replacement costs upon demand.
7. For any use attended by individuals under the age of 18, the user must provide adequate adult supervision throughout the time church facilities are in use.
8. Authorization to use the facilities of Saint Saviour's Episcopal Church is nontransferable and may not be conveyed in any manner by an approved user to another individual, group, or organization.

9. Users of the facilities of Saint Saviour's Episcopal Church must confine themselves to the portions of the facilities identified in their Facilities Usage Agreement and must not exceed the capacity limits of those facilities.
10. Users of the facilities of Saint Saviour's Episcopal Church may not move furniture from spaces outside of the facilities approved for their use.
11. Users of the facilities of Saint Saviour's Episcopal Church will remit to the Church the facilities use gift amount determined by the Church no less than five (5) calendar days in advance of the proposed use. Failure to remit the facilities use fee in accordance with this requirement forfeits the proposed use of the facilities.
12. The use of tobacco products or drugs is strictly prohibited on the premises of Saint Saviour's Episcopal Church at all times, including the buildings, parking lot, and grounds of the parish. The use of alcoholic beverages is permitted only with express, written, prior approval of Saint Saviour's Episcopal Church and only in strict accordance with the requirements established by Saint \_\_\_\_\_ Episcopal Church. Saint \_\_\_\_\_ Episcopal Church reserves the right to require in its discretion that all alcoholic beverages be served by professional staff retained for that sole purpose during the proposed use.

#### **Insurance Requirements:**

Each proposed user of the facilities of Saint Saviour's Episcopal Church must provide to Saint Saviour's Episcopal Church a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000, naming Saint Saviour's Episcopal Church as an additional insured.

#### **Indemnification and Hold Harmless**

Users of the facilities of Saint Saviour's Episcopal Church agree to release, protect, defend, indemnify, and hold harmless Saint Saviour's Episcopal Church, its clergy, officers, vestry members, employees, congregants, agents, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of the use of any facilities of Saint Saviour's Episcopal Church.

#### **No Oral Alterations of These Requirements**

This policy applies to the use of the facilities of Saint Saviour's Episcopal Church by any individuals, groups, or organizations. It is by no means intended to cover every facet of the use of the facilities of Saint Saviour's Episcopal Church. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church officer or representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without express written approval signed by the Rector and at least one Warden.

**Saint Saviour's Episcopal Church  
Old Greenwich, Connecticut**

**FACILITIES USAGE AGREEMENT**

Name of Proposed User: \_\_\_\_\_

Address of Proposed User: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) and time(s) of proposed use: \_\_\_\_\_

Nature proposed use: \_\_\_\_\_

Facilities requested for proposed use: \_\_\_\_\_

Facility Usage Gift (to be completed by Church): \_\_\_\_\_

If User requests Permission to serve alcoholic beverages, please identify nature of proposed beverages and arrangements for the safe service of same: \_\_\_\_\_

The Proposed User identified above (1) acknowledges that it has received a copy of the Facilities Usage Policy, (2) confirms that it has read and fully understands all provisions and requirements of the Facilities Usage Policy, which are incorporated herein by reference, (3) requests use of the facilities identified above, (4) represents and warrants that the individual signing this agreement below on behalf of the Proposed User is duly authorized to bind and commit the Proposed User to all of the terms of this Agreement, (5) accepts, agrees to, and will in all respects fully and timely comply with all provisions and requirements of the Facilities Usage Policy in connection with such usage, including but not limited to the Indemnification and Insurance requirements recited therein, and such additional requirements and restrictions as may be communicated on behalf of Saint Saviour's Episcopal Church to the Proposed User before or during the proposed use of the facilities.

On behalf of the Proposed User:

On behalf of Saint Saviour's Episcopal Church

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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