

St. Barnabas United Methodist Church Building Use and Deposit Agreement

Event: _____

Date of Event: _____ Time of Event: _____ AM/PM to _____ AM/PM

Number of People Expected: _____

I/We, _____, have read the **General Polices for Use of Facilities and Tangible Property, General Guidelines, and Damage Liability, Release and Indemnity Agreement** and agree to all the conditions.

Signature: _____

Signed this: _____ day of _____, 20_____

Contact Person: _____

Address: _____

E-Mail: _____

Phone: **(H)** _____ **(W)** _____ **(Cell)** _____

Deposit: \$ _____ Received By: _____

Date: _____

A Security Deposit is required for all groups/individuals using the facilities **as specified in the General Policies for Use of Facilities and Tangible Property directive**. If a caterer prepares or brings any food into St. Barnabas kitchen, the caterer must have a \$500,000.00 general liability insurance policy and the name of St Barnabas United Methodist Church as an "additional insured" The caterer must also provide proof of Workers Compensation coverage for all employees involved. The security deposit will be accepted contingent upon receipt of certificate of insurance from the caterer's insurance company 30 days prior to the scheduled event showing a minimum of \$500,000.00 in general liability and naming St. Barnabas UMC as an additional insured on the policy with proof of Workers Compensation coverage.

The **Security Deposit** is required to reserve St. Barnabas United Methodist Church facilities. The deposit is not part of the building use fee. The deposit will be refunded within 30 days after the scheduled event upon inspection of the facilities used, and will be reduced in the sole discretion of the Board of Trustees by any excessive cleaning fees or damage repairs to property or facilities. Cancellation of plans less than **30** days prior to the scheduled event will result in forfeiture of deposit.

Fee Payment: Full payment of all fees is due **two weeks** prior to the **scheduled** event.

Revised & Approved By:
Board of Trustees
February 2018