

The Episcopal Church of Saints James and Andrew

Property Use Agreement Event Contract

The Episcopal Church of Saints James and Andrew (SsJA) welcomes the use of their property by groups and individuals outside of the Saints James and Andrew church community. SsJA requires the user to take responsibility for the care of the space being used and the decorum of the individuals participating in the specific event. The user acknowledges that SsJA will not be liable for personal or property damages and/or claims related directly to their use of a space on its property. Further, as recommended by the Diocese and Church Insurance, the user will sign the "Waiver of Insurance" provided in this agreement or provide a certificate of liability or proof of insurance from their own insurance that lists SsJA as an "Additional Insured Waiver". *(A sample request form is provided for presenting to your own insurance group).*

The user agrees to abide by all the instructions provided in this agreement. All arrangements and details will be agreed to by the Parish Administrator. Continuous use by a group on a weekly or monthly basis requires that the application be renewed each year.

EVENT INFORMATION

Name of organization or individual:

Name of person making application:

Applicant's phone number and email:

Billing Address:

Space(s) and Time(s) Reserved for Event(s):

Space	Date & Time Period	Purpose	Agreed Fee
Total Cost:			

NOTE any special requests by the group making application.

Payment Clause

Full payment is required upon the signing of the rental agreement. *If you choose to pay online, please use the "Donate" menu on the church website, select "Property Rental" on the "Pledge Payment" pulldown, and check the "Cover Fees box."* Refund is available for cancellations made at least 1 week in advance.

User's Signature and Date:

Church Representative and Date:

For Office Use Only:

- Entered on Church Calendar
- Contract Received
- Certificate of Insurance or Waiver Received
- Fee Received
- Set Up Instructions Received
- Scanned
- Client Address Book Updated
- PUIT Entered
- Invoiced

Please choose one Insurance option from the two options provided below.

1. "Waiver of Insurance" or 2. "Additionally Insured" certificate.

SsJA is following the recommendation of the Diocese and Church Insurance, that a group or individual either sign a *Waiver of Insurance* or provide proof of insurance from their own insurance company that lists SsJA as an "*Additional Insured*" to cover liability for situations that may occur during your use of a particular space on SsJA property.

To obtain a Certificate of Insurance, the group must contact their insurer. If the individual or group is not able to provide said certificate, they will sign a "Waiver of Insurance."

1. WAIVER OF INSURANCE

The user shall indemnify, defend and hold harmless The Episcopal Church of Saints James and Andrew, Greenfield, MA and their respective officers, directors, employees, agents, and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages, and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against The Episcopal Church of Saints James and Andrew and their respective officers, directors, employees, agents, and representatives from and against any cost and expense (including reasonable attorney's fees and costs) arising out of the use of a designated space on the premises or property of The Episcopal Church of Saints James and Andrew by the undersigned.

Signed by:

Dated:

It is recommended by the Diocese and Church Insurance, that a group or individual provide a certificate of liability or proof of insurance from their own insurance company that lists SsJA as an "Additional Insured" to cover liability for situations that may occur during your continued use of a particular space on Saints James and Andrew property.

To obtain a Certificate of Insurance, the group must contact their insurer. If the individual or group is not able to provide said certificate, they will sign a "Waiver of Insurance." The following form is a sample of what may be used by the applicant to contact their insurance.

2. INSURANCE REQUEST FOR USE BY A GROUP OR INDIVIDUAL

Dear _____,

I have made arrangements with The Episcopal Church of Saints James and Andrew, Greenfield, MA, to use their facilities for _____. I am writing to you to request that Saints James and Andrew be listed as additionally insured on my homeowner's or general liability policy for the duration of this event.

The event will be held on _____ and run for _____. If you would please email a PDF copy of the statement of "Additionally Insured" to the church, it would be greatly appreciated. The email for SsJA is office@saintsjamesandandew.org. The church phone number is 413-773-3925.

Signed by:

Dated: