



ST. MARGARET'S & SAN FRANCISCO DE ASIS EPISCOPAL CHURCH

15650 Miami Lakeway North, Miami Lakes, FL 33014

www.Episcopalmiamilakes.com

Phone: (305) 558-3961 - Fax: (305) 362- 7359 – office@episcopalmiamilakes.com

CHURCH FACILITY REQUEST FOR RESERVATION

Date of Event: _____ Facility: **Parish Hall**

Start time of usage: _____ End time of usage: _____

+ Need to include set-up and breakdown time – (Church Premises must be vacated by 12:00 a.m.)

Name of User: _____

Address: _____
City _____ Zip _____

Phone Number: _____ Affiliation: _____

Contact person for reservation: _____

Phone Number: _____ Email: _____

Purpose of Event: _____

Number of persons estimated to attend: _____ (Parish Hall: 100 max. capacity)

Kitchen Usage (for warming already prepared foods only) Yes: _____ No: _____

Number of Tables: _____ Chairs: _____ needed.

Special Needs: _____

NO PERSONAL CHECKS – CASHIERS CHECKS OR CASH ONLY

Usage Contribution: \$ _____ TOTAL Security Deposit: **\$500.00**

50% Usage Contribution due upon contract signing

Security Deposit due upon contract signing and of facilities usage agreement

(refundable if terms of agreement are met)

Usage Contribution Total \$ _____ Security Deposit \$ **500.00** _____

Amount Usage Contribution paid today: \$ _____

Balance Due 72 hours Prior to event: \$ _____

Date Paid: _____ Amount Paid: _____ Check #: _____ For _____ Cash

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Approved by _____ Date: _____

RULES OF USAGE

- A completed Request Form, a \$500 Deposit Fee and a 50% of the usage contribution (**cash or money order**) are due at time of request in order for Church to consider reservation of date. The \$500 Reservation Fee becomes non-refundable once The Church agrees to reserve the date. If the request for a reservation is not approved, the Reservation Fee will be returned. If the request for reservation is approved then the following will apply: In the event the reservation is cancelled by User, the Reservation Fee is nonrefundable and the usage fee will be returned.
- The “Facilities Usage Agreement” must be signed (by both parties-User and Church) once request for reservation has been approved. **The \$500 Security Deposit will be returned once the Church has determined (in its sole discretion) facility has been returned in substantially the same condition or no overtime hours breach has occurred.** The term “Substantially Same Condition” includes but is not limited to cleaning the garbage and the removal of all items brought into the hall for the event. Kitchen use is limited to warming/heating of cooked foods, preparation of cold foods, use of refrigeration, use of coffee maker, and set-up for serving of foods and non-alcoholic beverages. Cooking of food is not allowed. Cooking utensils, paper products, table and serving utensils are the responsibility of the User and are not provided by the Church.
- User Clean-up includes the wiping down of tables, chairs, counters, kitchen counters, and appliances, if used; removal of trash from facility, including kitchen, if used, and bathrooms (place trash in dumpster); sweeping of debris from floors including kitchen, if used, and bathrooms; mopping of spillage to floors including kitchen, if used, and bathrooms.
- The Church may use the security deposit to pay for cleaning of facilities, for damages to any Church property damaged by User or any guests or representatives during the Usage Term. After paying for such cleaning or repairs, the Church will return, within thirty days after the end of the Usage Term, the remaining portion of the security deposit to User at User’s address set forth in the “Church Facility Request for Reservation.”
- The user must report any problems with Facilities to the Parish Office, in case of emergency please refer to the person who will be on site as the church representative. If it is a life emergency please call 911 immediately and report to church representative.
- The following rules pertain to the User and all individuals participating in the User’s events and activities on Church property and are conditions for any usage or continued usage of the Facilities: (a) No profanity on Church property; (b) **No possession or consumption of alcoholic beverages, tobacco products, or any illegal drug or substance on Church property;** (c) No destruction or damage of Church property, including, without limitation, hanging any items on walls of the Church property in such a manner that will leave holes or marks on the walls; (d) No horseplay, roughhousing, skateboarding, rollerblading, or similar activities on Church property; (e) No activities or events other than the permitted uses set forth in the “Church Facility Request for Reservation” as the Use of Facilities; and (f) Modest dress, as defined by the Church, will be required.
- A Church liaison (representative) will be present during the event.
- **USER HEREBY AGREES TO RELEASE THE CHURCH FROM ALL LIABILITY RELATING TO THE FACILITIES OR ANY OF THE CHURCH PROPERTY, INCLUDING, BUT NOT LIMITED TO, LIABILITY FROM THE CHURCH’S NEGLIGENCE, WHETHER CONTRIBUTORY, SOLE, OR JOINT, ARISING OUT OF OR RELATED TO THIS REQUEST FOR RESERVATION, THE FACILITIES USAGE AGREEMENT, OR THE CHURCH’S PROVISION OF THE FACILITIES TO USER.**

I have read and understand the above rules of usage. and will also be signing the User agreement at the time of contract.

Signature

Print Name

Date