

St. Mark's Presbyterian Church
 24027 Pennsylvania Ave., Lomita, CA 90717
 Office: (310) 326-4086
 Email: lomitastmarks@sbcglobal.net

BUILDING USE AGREEMENT

St. Mark's Presbyterian Church agrees to offer the use of space and facilities in its buildings as noted below. The person signing this Agreement agrees to accept responsibility for ensuring that all the Terms and Conditions defined in this Building Use Agreement are observed.

Today's Date _____

Name of Event or Organization _____

Contact Person & Title [or Role] _____

Cell Phone # _____ Email address _____

Street/City Address _____

Event Day/Date _____ Arrival/SetupTime* _____

Event Start Time** _____ Departure Time _____ Total Hours _____

Space/Items Needed: (Check all that apply)

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Durham Hall**	<input type="checkbox"/> Conference Rm**	<input type="checkbox"/> Piano	<input type="checkbox"/> Tables/###	<input type="checkbox"/> Other
<input type="checkbox"/> Kitchenette	<input type="checkbox"/> Kitchen (DH)**	<input type="checkbox"/> Room 6**	<input type="checkbox"/> Mic (\$25)	<input type="checkbox"/> Chairs/###	_____

Usage Fee \$175/3hour plus \$25 for each additional hour or fraction thereof. Total charge to include Arrival/Setup time through Departure time.

Usage Fee = \$ 175.00 + Additional Hours = \$ _____ + (Mic) \$ _____

Total Amount Due \$ _____ *Make checks payable to St. Marks Presbyterian Church*

Non-Refundable Deposit \$ _____ Date Paid _____ Received By _____

Balance Due \$ _____ Date Due _____

Balance Paid \$ _____ Date Paid _____ Received By _____

Terms and Conditions of using space at St. Mark's Church follows on page 2. Please read them carefully. Sign and return this Agreement together with your payment and keep a copy for your records. User's signature will indicate that User understands and will abide by the Terms and Conditions. Space reservation will not be complete until the Church Administrator has received payment and a signed copy of this Agreement.

* **TIME FOR STAFF TO OPEN THE BUILDING AND TO SECURE THE BUILDING**
 ** **TIME THE EVENT IS PUBLISHED TO BEGIN IN COMMUNICATIONS/MARKETING MATERIALS**

TERMS AND CONDITIONS

Smoking: Smoking, candles, and any other uses of fire are strictly prohibited anywhere in the buildings.

Alcohol: Alcohol or any other controlled substances are strictly prohibited anywhere on church property.

Animals: Animals (except service dogs) must not be brought into the buildings without prior clearance through the church office.

Children: Children and youth must be supervised and not allowed to roam in the buildings. There must be at least one adult participant for every five (5) children/youth present at a non-church event. At no time may children/youth go up to the balcony or down to the basement.

In the Sanctuary: No food or beverages are allowed. The piano and items in the pulpit, including the communion table and baptismal font may not be moved from their positions except by St. Mark's staff. No decorating or use of balloons without prior permission from the church administrator. The piano strings cover may not be moved under any circumstance. All trash must be bagged and deposited in the provided garbage receptacle.

Kitchen: Users must provide their own food supplies, including coffee pot and paper goods. All trash must be bagged and deposited in the provided garbage receptacle.

Furniture and Equipment: The use of electrical equipment requires prior clearance through the church office. All furniture, musical instruments and equipment must be left in the same condition and location in which they were found. Any damage must be reported to the Church Administrator. And the cost of repair or replacement will be the responsibilities of the User. This includes microphones and PA system.

Insurance: Outside parties using the building, whether for a fee or not, agree to indemnify and hold harmless St. Mark's Presbyterian Church from and against all claims, judgements and liabilities.

Parking: Parking is permitted in the church parking lots on both the north and south sides, and on the street except where indicated by signs. Designated handicap spaces are available in both lots. Do not park in spaces marked Reserved at any time.

Miscellaneous: Thermostats may not be adjusted, nor may any furniture or equipment be removed for use out of doors of the church buildings, nor may any posters or other materials on the walls of the buildings be removed without consulting the Church Administrator.

The use of the building and facilities of St. Mark's is subject to the laws of the City of Lomita/Torrance, County of Los Angeles. The person signing this Agreement accepts responsibility for compliance with these laws and with the Terms and Conditions of this Agreement. Failure to comply with any of terms may result in a financial penalty.

Signed by St. Mark's Church Administrator

Print Name/Title

Date

Signed by Person Responsible for Event

Print Name/Title

Date
