

# Meeting Space Agreement

The undersigned states that they are:

- An authorized representative of \_\_\_\_\_ (Organization); and
- Authorized to commit their organization to the following terms and conditions for use of the St. James, the Apostle Catholic Church (SJA) facilities, equipment, and parking lot.

Furthermore, the undersigned or their designated person stated below, is the contact person for the Organization.

## Terms and Conditions

The Organization and SJA agree:

- Provide the Organization’s Certificate of Insurance, if applicable;
- To abide by the attached Guidelines for use of the Parish Hall and Kitchen for use of the parish facilities;
- To immediately notify SJA Maintenance Coordinator (770-957-5441) or [jameszak@stjamesapostle.com](mailto:jameszak@stjamesapostle.com) of any damage to the parish facilities, including any spills;
- To be financially responsible during the use of the parish facilities for any damage resulting from the Organization’s use, which includes failure to properly clean and return the parish facilities to their prior state;
- That SJA may, upon notice to the Organization and without cause, terminate or cancel the use of the parish facilities by the Organization;
- That SJA does not warrant the suitability of the parish facilities, equipment, or parking lot
- That SJA does not have any liability for use of the parish facilities by the Organization;

The Organization agrees to indemnify and hold harmless SJA for any claims, lines, or suits of any kind arising out of or in connection with the Organization’s use of the parish facilities.

Unless terminated earlier by the parties, this Meeting Space Agreement shall terminate on June 30, 2025.

This the \_\_\_ day of \_\_\_\_\_, 2024.

Organization Representative:

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print)

Phone No.: \_\_\_\_\_

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

Designated Contact Person:

\_\_\_\_\_

Phone No.: \_\_\_\_\_

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

SJA \_\_\_\_\_ (Signature)

SJA \_\_\_\_\_ (Print)

# St. James the Apostle Catholic Church

## GUIDELINES FOR USE OF THE PARISH HALL AND KITCHEN

### Kitchen and Equipment

- **Please note that you must bring your own wash cloths and drying towels.**
- Clean all sinks.
- Clean the microwave.
- Clean any soiled wall space.
- **NO CHILDREN** [anyone under the age of 18 years old] are allowed to be in the kitchen.
- Clean all surface areas.

### Utensils and Serving Items

Prior to leaving your event, all dishes, trays, utensils, bowls, pots, and pans used:

- Must be washed, dried; and
- Returned to the designated storage location.

### Tables and Parish Hall

- All tables and chairs must be cleaned.
- All spills should be cleaned immediately.
- All tables and chairs must be returned to their storage location.
- The Parish Hall must be vacuumed. [A vacuum can be located in the table and chair closet in the Parish Hall]
- Trash must be removed and placed in the outside dumpster. Do not drag the trash bags across the sidewalks. Replace the liners in the trash cans. [Extra trash can liners are located in the coffee area.]

Please inform the parish office upon discovering any:

- Damage to the facility;
- Broken or improperly working equipment; and
- Spills on the carpet.

**\* Failure to comply with these guidelines may limit your ability to reserve these spaces in the future.**