

Appendix A
St. Paul's United Church
1418 Third Street Estevan, SK Phone: 306-634-2885 Fax: 306-636-2611

ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Today's Date (yyyy/mm/dd) _____

Name of Organization _____

Responsible Person _____

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

Event Name and Description _____

Contact Person's Name (if different than person above) _____

Date(s) Requested (y/m/d) _____ Start Time _____ End Time _____

Will the event be reoccurring: ☐ One Time Only ☐ Weekly ☐ Monthly ☐ Multiple days

Which day of the week:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Rooms Requested:

☐ Sanctuary ☐ Auditorium ☐ Library

☐ Room 101 Nursery ☐ Room 102 Classroom

☐ Room 201 Classroom ☐ Room 202 Classroom ☐ Lounge

☐ Kitchen ☐ Dishwasher

Anticipated Number of Participants _____ Will a participant fee be charged? ☐ Yes ☐ No

Will food or drink be consumed? ☐ Yes ☐ No Completed Food Safety Course? ☐ Yes ☐ No

Special Needs or Requests _____

Set Up Instructions _____

PLEASE NOTE:

An AED (Automatic External Defibrillator) and Epipen are located in the Narthex of the church.

Appendix B

RELEASE AND INDEMNITY

This Release and Indemnity Agreement is between the organization named in the Appendix A – Room Use Agreement (“Organization”) and St. Paul’s United Church (“St. Paul’s”).

RECITALS

A. St. Paul’s is the owner of the real property and improvements located at 1418 Third Street Estevan, SK Phone: 306-634-2855 Fax: 306-636-2611 (“Property”).

B. Organization desires to use the property described above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of St. Paul’s permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges and covenants not to sue St. Paul’s or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against St. Paul’s or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold St. Paul’s and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization acknowledges it has been advised that it should carry standard general liability insurance coverage with a minimum of \$500,000 per occurrence.

ACCEPTANCE OF RESPONSIBILITY

As a representative of the Organization, we agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. We will remove all signs posted by my group after the meeting has ended. We further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees and we hereby consent to the Release and Indemnity Agreement.

Thank you for using our facility and for leaving it the way you found it.

Signature_____

Print Name_____

Title: _____

Date: _____

Billing Address:_____

FOR OFFICE USE ONLY

☐ Request Approved

☐ Request Denied

Agreed Upon Donation \$_____