

# CHURCH OF THE HOLY SPIRIT

1305 Thomas Drive, Bellevue, NE 68005  
Phone: (402) 291-7732 Fax: (402) 291-7752  
Website: <http://www.chsepiscopal.org> Email: holyspirit@chsepiscopal.org

## BUILDING USE AGREEMENT

(This section to be completed by applicant)

The space requested is subject to availability and must be scheduled through the Church Secretary. All persons or organizations that use the building facilities on a regular or ongoing basis must renew their requests at the start of each year. **PLEASE DO NOT ASSUME THAT EVENTS ARE AUTOMATICALLY RESCHEDULED FROM YEAR TO YEAR.**

Individual/Group/Organization Name: \_\_\_\_\_

Number of persons expected: \_\_\_\_\_ Event: \_\_\_\_\_ Open to the public? Y / N

Event Date(s): \_\_\_\_\_ Event Time(s): Start: \_\_\_\_\_ End: \_\_\_\_\_

(Be sure to include enough time for set-up and tear down if needed. The building will be available 15 minutes prior to the scheduled time and should be locked up right after the event. Time used beyond the scheduled end time is discouraged as other events may have been scheduled later that same day)

Name\* of the person using the building: \_\_\_\_\_

(\*This person MUST be on-site during the entire event and is responsible for all damages)

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**By signing the attached Hold Harmless and Indemnification Agreement, the user of the building agrees to the following:**

### GENERAL:

- User will be liable for wear and tear of the buildings, grounds, and equipment to the extent that such wear and tear is above and beyond normal usage of the facility
- User will be liable for all missing and damaged church property.
- Pianos, organs, or any other musical instruments are off limits unless reserved per this agreement
- User is limited to the room(s) requested in this agreement; all other areas are not to be entered/occupied
- The Heat/AC is to be adjusted by church personnel only
- Snow shovels and salt will be available during winter months
- Smoking inside the facility, use of drugs anywhere on church property, and the consumption of alcohol by individuals under the age of 21 is strictly prohibited

**KITCHEN USE:**

- You are welcome to use the refrigerator and freezer if needed, but please remove all of your food when your event is over.
- As a courtesy, please do not use anything that is already in the refrigerator or in the pantry. These items are the property of our Parishioners or are required by our various church ministries. Feel free to use any ice in the buckets.
- We will provide coffee filters and a measuring scoop (located in the drawer below the coffee brewer) for the coffeemaker. You provide your own coffee and/or tea.

**CLEAN UP:**

- All tables and chairs are to be put back in their original place
- All floors must be clean and the carpeted floors vacuumed before you leave (Vacuum is in the kitchen closet)
- Remove all trash from areas used. (Dumpsters are located in the fenced in area left of the main red doors as you exit. Recycle bins are outside of the fence)
- If the use of the kitchen is included in the agreement –
  - Thoroughly clean, dry, and return any dishes, pots, pans or equipment in their proper place
  - If the dishwasher is used, the wash cycle must be completed and the dishwasher emptied with the dishes returned to their proper place.
  - All appliances must be left as clean as they were before you used them.
  - Kitchen towels and linens that are used should be left on the kitchens island.

**CHILDREN:**

- All children must be supervised at all times by a parent or other adult 21 years of age or older
- The nursery is not available for use outside a scheduled church event and must remain locked.
- Charlie’s Computer Corner (computer stations for children) is off limits.

These rules have been established to ensure our facility is always ready to meet the needs of those using it. Your cooperation is essential in making this possible. If you have any questions regarding the areas open to your group, parish resources available for use, or limitations that are part of this agreement, please contact the church office at 291-7732 from 8 AM – Noon M-F. If a problem arises after normal hours please contact Fr. Tom Jones at 709-8164.

**ANY NECESSARY REPAIRS, REPLACEMENT COSTS, OR ADDITIONAL JANITORIAL SERVICES WILL BE THE RESPONSIBILITY OF THE APPLICANT USING THE FACILITY.**

**CHURCH OF THE HOLY SPIRIT, EPISCOPAL IS NOT RESPONSIBLE IN CASE OF ACCIDENT, INJURY, OR FOR LOST OR STOLEN ARTICLES.**

I agree to follow the above rules and regulations. I understand that failure to do so could result in forfeiture of deposits and my group or organization not being able to use the facilities in the future.

Signature \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

Facility	Notes	Suggested Donation	Total Donation
Undercroft	Set up for up to 90 seats	\$10	
Kitchen	See special notes for kitchen use	\$10	
Conference room		\$10	
Library		\$10	
Class Rooms	The Godly Playroom is excluded and is not to be used	\$10	
Facility Total			

Additional Equipment	Suggested Donation	Quantity Requested	Total Donation
TV and DVD player	\$5		
Sound System	\$5		
Keyboard/piano	\$25		
10 Table Cloth	\$5 each		
2 Punch Bowl/Ladle	\$5 each		
China/Silverware	.50 per setting consisting of a plate, cup, saucer, knife, 2 forks and a teaspoon		
Coffee Urn	\$5		
Equipment Total			

Facility Total From Above	
Equipment Total From Above	
Use Agreement Total	

Security deposit	Returned if no damages cleaning or other costs were incurred by the Church of the Holy Spirit	\$50
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For internal use only:

Approved:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Added to Church calendar:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of the privilege of using the Church of the Holy Spirit's property in Bellevue Nebraska, we, the User or User Group, agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend the Church of the Holy Spirit, its officers, members and agents from all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and any other sums which the Church of the Holy Spirit, its officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of the Church of the Holy Spirit or its officers, members or agents while acting within the scope of duties of such relationship to the Church of the Holy Spirit.

I hereby certify that I have the authority to sign this agreement for the individual, group or organization identified above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**THE CHURCH OF THE HOLY SPIRIT MISSION STATEMENT: The Church of the Holy Spirit (Episcopal) shares the love of Jesus through being a friendly community, participating in liturgically rich worship experiences, and by empowering individual ministries.**