

**ST. PETER'S BY THE SEA EPISCOPAL CHURCH
SEE HOUSE USE AGREEMENT**

St. Peter's by the Sea and the User stated below agree that the User may use part or parts of St. Peter's premises for the period stated below on the following terms and in accordance with the Rules and Regulations as stated in this agreement.

The User agrees to indemnify and hold harmless St. Peter's by the Sea, the Episcopal Diocese of Alaska, and any member or agent thereof from any loss or liability suffered by any of them caused by or in any way connected with the use of the User on the premises.

The undersigned agrees that he/she will be personally responsible on behalf of the user group/for any damage sustained to the premises, furniture or equipment because of the occupancy of St. Peter's premises by the said group.

The User shall use the premises of St. Peter's by the Sea Episcopal Church in accordance with all laws of the State of Alaska and the City and Borough of Sitka.

User/Organization _____

Contact person _____ Phone _____

Address _____

Person responsible for clean up _____ Phone _____

Email _____

Date (s) of meeting/event _____

Hours of meeting/event (include set-up and clean-up time/ex: 10am-2pm)

Number of Attendees: ADULTS _____ YOUTH _____

Fees for See House Use: **BY DONATION**

Key signed out: YES _____ NO _____

We have read/acknowledged/agree to the terms stated in this SEE HOUSE USE AGREEMENT FORM.

Signature of User _____ Date _____

Agent for St. Peter's _____ Date _____

RULES AND REGULATIONS FOR THE USE OF CHURCH FACILITIES

St Peter's facilities are available for use by nonprofit groups, church organizations and civic groups. Facilities cannot be used to host political rallies or gambling.

- 1) The User shall use the premises of St. Peter's Episcopal Church in accordance with all laws of the State of Alaska and the City and Borough of Sitka.
- 2) The User named on the Property Use Agreement is responsible for any keys signed out to this group. If a key is not returned, the User is responsible for the cost of re-keying locks or a replacement key, at the discretion of the Rector.
- 3) Users/organizations are responsible for cleaning up after your own meetings/events. *(trash, kitchen, tables, vacuuming, sweeping, as needed)*
- 4) STATE HEALTH LAW: No personal items (purses, bags, books, gloves, hats, etc.) are allowed in the kitchen.
- 5) The use of alcohol and tobacco products is strictly prohibited on Church premises. (all buildings, parking lot, and property).
- 6) NO FIREARMS are allowed on Church premises. (all buildings, parking lot, and property).
- 7) Coffee pots and tea kettles may be used; please be certain that they are properly washed and put away.
- 8) Items can only be fastened to movable partitions, not the walls.
- 9) The food items, beverages and condiments and paper products in the kitchen are the property of the Church. Users must furnish any such items for their own use.
- 10) Parking is extremely limited. Please park in such a way as to allow as many vehicles as possible access to our parking area.
- 11) Access to the basement level and the upper second floor is prohibited. *(AA use approved for basement; Young Life has approved storage space in the basement)*
- 12) If the facility is used for a gathering of people less than 18 years of age, adults must be on the premises at all times.
- 13) Church events supersede outside events. There may be times when pre-approved See House use will need to be cancelled, due to church-related special events that are added to our calendar.
- 14) St Peter's will notify the User/organization point person, if the See House is no longer available for use, as related to a church-related activity that may come up.