

St. Paul's Episcopal Church &  
Lowell Whiteman Primary School  
846 Oak St.  
Steamboat Springs, CO 80477

970-879-0925 St. Paul's Episcopal Church  
970-879-8081 Lowell Whiteman Primary School

**Building Usage Agreement**

**Date of Usage:** \_\_\_\_\_

**Scheduled Usage Time:** \_\_\_\_\_

|                            | <b>Event Time</b> | <b>Set Up Time</b> |
|----------------------------|-------------------|--------------------|
| <b>Room(s) to be used:</b> | _____             | _____              |

**Organization:** \_\_\_\_\_

**Contact Person: (should be the same person signing Agreement)**  
\_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Purpose of Usage:** \_\_\_\_\_

**Number of Attendees anticipated:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

1. Subject to the terms of this Agreement, Lowell Whiteman Primary School/St. Paul's Episcopal Church grants permission to the undersigned to host the event, in the rooms and at the time and date all described above. Any change in the use, number of attendees, time and date of the event require prior approval by Lowell Whiteman Primary School/St. Paul's Episcopal Church. The undersigned's usage and manner of use shall be subject to reasonable occupancy and use rules, regulations and directions of the Lowell Whiteman Primary School/St. Paul's Episcopal Church adopted at any time, even during the

scheduled time of the event. The license granted herein shall not include permission to access any office, classroom or mechanical room of the Lowell Whiteman Primary School/St. Paul's Episcopal Church facilities.

2. The undersigned agrees to accept the facilities in their as-is condition and assumes all risk associated with using the facilities. The undersigned indemnifies and agrees to hold harmless the St. Paul's Episcopal Church and Lowell Whiteman Primary School, as well as their officers, directors, agents, faculty, staff and employees from any and all liability, damage, loss, cost and expense, including attorneys fees, that may accrue to or be sustained by St. Paul's Episcopal Church or Lowell Whiteman Primary School, and/or their officers, directors, agents, faculty, staff and employees on account of any demand, claim, suit, or action made or brought against St. Paul's Episcopal Church or Lowell Whiteman Primary School, and/or their officers, directors, agents, faculty, staff and employees for death of or injury to persons, damage to or destruction of property involving the undersigned user, its employees, agents, representatives, guests, licensees and invitees sustained in connection with or resulting from the use of the facilities pursuant to this Agreement. These claims include those based upon negligence, failure to maintain the facilities in a safe condition, and failure to warn of dangerous conditions, known or unknown. \_\_\_\_\_(initial)

3. The undersigned agrees to be responsible for any keys used to access the building. The undersigned also agrees to lock and secure the premises following the scheduled event. The undersigned accepts full responsibility for any damage or vandalism that occurs during the scheduled time of usage, or vandalism that occurs in the event the undersigned fails to secure the premises upon leaving the building after the scheduled usage. Furthermore, the undersigned agrees not to duplicate, lend or otherwise transfer keys. \_\_\_\_\_(initial)

4. Arrangements must be made in advance to pick up keys from the Church office or the School office at least two days prior to the scheduled usage. Keys must be returned to the office the first business day after the scheduled event. The school offices hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. The church office hours are 9:00 a.m. to 1:00 p.m. Monday through Thursday. Both offices are closed during holidays. \_\_\_\_\_(initial)

5. Please be courteous and leave the building as you found it. Smoking is not permitted anywhere in the building or on any grounds. Return all furniture to its original location, remove large pieces of trash from the floor, empty all trash receptacles and deposit all trash into the outside dumpster located behind the Tread of Pioneers Museum. It is the responsibility of the undersigned to leave all rooms used picked up and cleaned, leaving them as they were when you arrived. Please close windows, and be sure to turn off all lights before leaving the building. \_\_\_\_\_(initial)

6. The undersigned will not have exclusive use of the facilities, portions of which may be used by others during the event. The undersigned shall not permit its guests to conduct any offensive activities within the facilities, nor shall there be

anything done which may become an annoyance, disturbance or nuisance to the parties or persons occupying other portions of the facilities.

\_\_\_\_\_ (initial)

7. Custodial services are not available, therefore the undersigned agrees to ensure steps, walkways and other access routes to the building are clear of snow, ice and other potential weather related hazards during the scheduled usage. \_\_\_\_\_(initial)

7a. If childcare is provided, the undersigned assumes all liability for the safety of the children and childcare provider(s). Any fees incurred for childcare are the responsibility of the undersigned. \_\_\_\_\_(initial)

7b. Beer and wine may be served in the Parish Hall, **NO HARD LIQUOR ALLOWED.** Adequate and well displayed non-alcoholic beverages must be available. Hosts are responsible for the behavior of guests. No underage person (under 21 years of age) shall be allowed to drink alcoholic beverages. Designated drivers should be arranged ahead of the event. \_\_\_\_\_(initial)

8. A refundable damage/cleaning deposit is required. The amount of the deposit is \$500.00. This is payable to St. Paul's Episcopal Church and due upon reserving the space. The deposit will be refunded upon return of the building keys and clean up after the event as approved by St. Paul's Episcopal Church. \_\_\_\_\_(initial)

9. A usage fee of \$1,000.00 is required for the use of the church, and if you choose to use the Parish Hall that is an additional \$500.00, payable to St. Paul's Episcopal Church. Fees may be reduced or waived at the discretion of the Rector or Priest-in-Charge. The balance is due upon receiving a key. \_\_\_\_\_(initial).

10. The Weber piano and/or organ may only be used if prior arrangements are made with St. Paul's Episcopal Church at least three weeks prior to any intended usage. No liquids of any kind may be placed on or near the piano and/or organ surface. No flower arrangements or drinks are to be placed on the piano and/or organ. **NO PREPARED PIANO USAGE PERMITTED.** \_\_\_\_\_(initial)

10 a. The Weber piano must be tuned based on the recommendation of Kathleen Allen. The only authorized tuner for the instrument is Kathleen Allen who may be reached at 970-846-0811 or kathleen.allen.piano@gmail.com. The tuner must be contacted by the user at least three weeks prior to the event to schedule a tuning. Please contact Kathleen Allen for current tuning fees, of which must be paid in advance to St. Paul's before a scheduled tuning may take place. Checks should be made out to Kathleen Allen and turned into the church office. If using the piano in the Parish Hall, please contact Deb Gooding at Lowell Whiteman Primary School. \_\_\_\_\_( initial)

11. In the event that the undersigned does not comply with this Agreement or in the event of mechanical failure or any unforeseen occurrences (including such events as funerals, weddings, or other church services) that render the fulfillment of this Agreement by St. Paul's Episcopal Church and/or Lowell Whiteman Primary School impossible or impractical, the license provided for in this Agreement may be terminated at St. Paul's Episcopal Church and/or Lowell Whiteman Primary School's option, and the undersigned waives any claim for damage or compensation, including consequential damages and lost profits. This Agreement may not be assigned. \_\_\_\_\_(initial)

11a. All altar furniture and furnishings must remain in place. No nails, tape, tacks of any kind may be used on any of the furniture, altar area, and walls.

11b. Floral arrangements in both altar urns are to be left for the following Sunday services.

12. Payment of the usage fee and deposit are to be paid by two (2) separate checks. This completed and signed agreement along with the security deposit are required for this reservation to be valid. Please make checks to:

St. Paul's Episcopal Church  
P.O. Box 770722  
Steamboat Springs, CO 80477

13. The undersigned shall:

a. Maintain commercial general liability insurance in an amount and from insurers acceptable to Lowell Whiteman Primary School. A certificate of insurance on an ACCORD 27 form shall be provided at least ten (10) days prior to the event.

b. Obtain from each attendee (or for children under 18, from the child's parent or guardian) a signed release in a form approved by Lowell Whiteman Primary School/St. Paul's Episcopal Church. \_\_\_\_\_(initial)

14. In the event of any action to enforce the terms of this Agreement, the prevailing party shall be awarded its costs and expenses, including attorneys' fees.

It is the intention of St. Paul's Episcopal Church and Lowell Whiteman Primary School to provide access to our building in order to support the community of Steamboat Springs.

I have read the foregoing Agreement and I fully understand my rights and obligations in connection with the use of the St. Paul's Episcopal Church and Lowell Whiteman Primary School Building at 818 Oak St., Steamboat Springs, CO 80477.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In the case of a building emergency, please contact:

Name: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Building Usage Fee Schedule for Weddings & Receptions

### Weddings:

|                              |  |
|------------------------------|--|
| Church:                      | \$600.00 (waived for parishioners)     |
| Priest's Discretionary Fund: | \$300.00 (monies used to aid the poor) |
| Cleaning Service:            | \$100.00                               |
| Clergy Honorarium:           | At the couple's discretion             |

### Reception:

|                   |                                    |
|-------------------|------------------------------------|
| Parish Hall:      | \$450.00 (waived for parishioners) |
| Cleaning Service: | \$50.00                            |

## Policies & Payment Schedule

- A \$200.00 non-refundable deposit required to reserve wedding date (applied to fees).
- A cleaning/damage deposit of \$500.00 for non-members, \$200.00 for members will be held and returned after the event if there are no damages.
- All fees must be in the Parish Office 30 days prior to the wedding date. Fees may be reduced or waived at the discretion of the Rector.
- Beer and wine may be served in the Parish Hall, **No Hard Liquor Allowed**. Adequate and well displayed non-alcoholic beverages **must** be available. Hosts are responsible for the behavior of guests. No underage person (under 21 years of age) shall be allowed to drink alcoholic beverages. Designated drivers should be arranged ahead of the event.
- Space must be left in the condition it was found.

## Wedding of Non-Members using Outside Clergy

- Wedding ceremonies must be Christian in content and presided over by Clergy of an identified Christian church.
- The Building Usage Agreement must be signed by an Adult (18 years or older) who assumes financial responsibility for the event.