



ST JAMES

EPISCOPAL
CHURCH
Taos, NM

208 Camino de Santiago
5794 NDCBU
Taos, New Mexico 87571
Phone: 575-758-2790
Fax: 575-751-0775

Space Usage Agreement

Group Requesting Space: _____

Responsible individual(s) *must be present during requested time and must agree to execute all policies and procedures in the church's checklist:*

1. _____

2. _____

Purpose of request: _____

Dates & Time requested (*include all time needed before and after the event and official start and finish time of event*):

Date(s): _____

Start time: _____ End time: _____

Will the event be scheduled regularly? Weekly Monthly

Are you flexible about your date(s) and times? Yes No

Are you protected by group insurance coverage? Yes No

Space requested: _____

Equipment needed (*note how many, where applicable*):

Tables _____

Chairs _____

Podium

VCR/DVD

Other _____

Number of people attending: _____



Fees and Conditions

A cleanup/damage deposit of \$75 is to be submitted with this agreement. The deposit will be returned following the event and inspection of the space by the Concierge Committee.

A key will be signed out by the office manager during office hours, Monday through Thursday 9:00 a.m. – 4:00 p.m., and must be returned the next working day after the event. A key deposit of \$50 must be submitted with this agreement. It will be returned after receipt of the key.

A minimum usage fee will be charged. The amount depends upon the nature of the event and the organization making the request. If you have a special request, please attach letter with this form for the committee's consideration and approval.

A usage fee of _____ is due five (5) days before the event.

The using groups and members jointly and severally agree to indemnify and hold harmless St. James Episcopal Church, the Episcopal diocese of the Rio Grande, and its officers and employees, from any loss, damage, or liability arising from use of the facilities, including injury to any person or the property of any person while on the premises and grounds of the church. Any loss or injury will be reported in writing, by the user, to the church within twenty-four (24) hours after its occurrence. St. James Episcopal Church makes no claim or warranty as to the suitability of the facilities for the user's purpose.

In signing, the parties involved agree that the above information is correct and the above terms are acceptable.

Signed: _____
Responsible individual(s)

Signed: _____
St. James Office Manager

Signed: _____
St. James Concierge Committee Representative

Date: _____

Please sign and return with the deposit check(s) to St. James Episcopal Church Office Manager.