

FACILITIES RESERVATION FORM and AGREEMENT FOR SPACE USE

St. Mark's Episcopal Church
10 St. Mark's Road
Burlington, MA 01803
781-272-1586
stmarksburl@rcn.com

HOW TO RESERVE SPACE: Please make your requests for space as far in advance as possible. Check with the church secretary on preliminary availability of the desired date. Next, complete this form and deliver it to the Parish Office. Your request will be reviewed and you will be notified whether or not your request has been approved.

LIABILITY POLICY: For organizations, a \$1,000,000 liability policy is required (please attach a copy to this application).

Please complete and return with the appropriate fee.

Organization: _____

Description/Purpose of Organization: _____

Contact Person: _____

Address: _____

Daytime phone: _____ Evening phone: _____

Date and Time Needed: _____

Activity Planned: _____

Special Requests/considerations: _____

RESPONSIBILITY AGREEMENT FOR USE

I hereby acknowledge that I, _____ have read and received a copy of the GUIDELINES FOR USE OF ST. MARK'S EPISCOPAL CHURCH FACILITIES. I fully understand the guideline and hereby agree to make such guideline and obligations thereof a part of this agreement and for value received, I agree to take full responsibility for the key (if issued) and for any damage that may occur to St. Mark's Episcopal Church property. I also assure the parish that there will be prompt and full financial reimbursement for any damage that occurs while the facility is in my care. I also understand that the parish may seek legal recourse if I am in violation of this agreement.

signature of St. Mark's representative

date

Rental Fee: \$ _____ Date rec'd: _____

Security deposit: \$ _____ (separate check) Date rec'd: _____

Security deposit date returned: _____