**KANAPAHA PRESBYTERIAN CHURCH**

Building Use Agreement

**Name of Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Individual in Charge:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Type of Use:** Meeting Wedding Wedding Reception School Function

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s)** to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time(s)** buildings to be reserved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Hours** to be Reserved including set up and clean up: \_\_\_\_\_\_\_\_\_\_\_\_

(A Buildings and Grounds representative will be on site during the building’s use. A $10/hour fee will be added to cover the B&G rep’s time)

**Facilities to be Used:** Sanctuary \_\_\_\_\_\_\_ Memorial Hall \_\_\_\_\_\_\_

 McCormick Hall \_\_\_\_\_\_\_

**NON-PROFIT** YES NO **If Yes**, attach a copy of your organization’s IRS Determination Letter or current Consumer’s Certificate of (Sales Tax) Exemption form. ***(Attach Copy)***

**Building Fees:** $\_\_\_\_\_\_\_\_\_\_\_\_\_ **B&G Fees:** $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Deposit** *(Refundable if there is* ***NO*** *damage):* $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payments Received:** $\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_ Balance Due: $\_\_\_\_\_\_\_\_\_\_\_\_

 $\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_ Balance Due: $ \_\_\_\_\_\_\_\_\_\_\_\_

**\*I understand, as representative of the above group, the rules in the Building Use Policy attachment and will ensure that we comply with these rules.**

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

Print Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return this form with your deposit to:** KANAPAHA PRESBYTERIAN CHURCH

 6221 SW 75TH TERRACE

 GAINESVILLE, FL 32608

 352-378-9080

Addendum: Building Use Agreement

Session Approved: 2/16/2021