



## **Agreement for Community Groups Meeting in Parish Hall**

1. One key will be issued to the group's designated representative. Keys are not to be copied or transferred to other representatives without first contacting the church office at 770-949-9949 and asking permission.
2. At the conclusion of each meeting, the group's designated representative must complete and sign the building use checklist found on the countertop to the right of the refrigerator. Once completed, it must be placed in the groups designated sleeve on the adjacent bulletin board.
3. Community groups will be required to reschedule planned meetings when conflicts arise between the scheduled meeting date and the needs of the church of its members. In the event of such a conflict, every effort will be made by St. Julian's to give the community group as much advance notice as possible.
4. Vehicles are not to be driven on the sidewalk that leads from the parking lot to the parish hall.
5. Tables and chairs maybe used and arranged as needed, but must be cleaned and returned to their original location at the conclusion of the meeting.
6. While occupying the building, the thermostat in the large meeting room in the parish hall may be adjusted to a comfortable temperature as needed. Upon leaving, reset the thermostat to 80° in summer and 65° in winter.
7. Outside doors are not to be propped open during the meeting time.
8. Smoking is not permitted anywhere inside the building.
9. At the conclusion of the meeting, floor must be swept and mopped, as needed. All trash must be removed and placed inside the receptacles located in the parking lot. Replace can liners.
10. Any decorations must be removed.
11. Bathrooms must be checked for running water; lights turned off.
12. All doors must be locked by the keylock on the doors exterior, with the breaker bars in the release position (not locked down). Text key, to lock and unlock breaker bars, is located just inside the right side of the far right closet door. Color
13. All parish hall lights must be turned off.

### **For Groups Also Using the Kitchen**

1. Groups must provide their own paper plates, cups, plastic utensils, towels, and ice.
2. Oven and microwave may be used for warming already-prepared foods. No cooking from scratch is permitted.
3. Oven, if used, must be turned off.
4. Kitchen dishes and utensils may be used; any item used must be washed, dried and returned to its original location.
5. No food or drink belonging to St. Julian's may used or consumed.
6. All surfaces in the kitchen must be wiped down and left clean.
7. Sinks must be left clean and free of food debris. Leave no running water.
8. No food or drink belong to the group used to be left in the kitchen for future use.
9. Remove all trash and place it inside the receptacles located in the parking lot replace can liners.

**Group Name** \_\_\_\_\_

Monthly \_\_\_\_\_ meeting \_\_\_\_\_ day \_\_\_\_\_

Presentative \_\_\_\_\_ email address \_\_\_\_\_

Group or Representative's mailing address \_\_\_\_\_

**Monthly Donation: \$55 per meeting.** Donation can be paid in advance of meetings, monthly, quarterly, or semi annually.

Make all checks payable to: St. Julian's Episcopal Church,  
5400 Stewart Mill Road, Douglasville, GA. 30135

**Group Representative must sign below an initial the following:**

\_\_\_\_\_ The person's or a group using the facilities at St. Julian's shall indemnify and hold harmless St. Julian's Episcopal Church from and against claims for damages, losses, and expenses resulting from any acts of the person(s) or group using the facilities except for claims, damages, losses in expenses caused by or resulting from so I asked St Julian's.

\_\_\_\_\_ Any damage incurred as a result of the meeting event will be the responsibility of the group holding the meeting.

\_\_\_\_\_ any group not complying with guidelines for building use or cleaning requirements can be charged an additional fee of up to \$100, or have this meeting agreement revoked.

\_\_\_\_\_ St. Julian's Can, at any time, cancel the community groups planned meeting due to unforeseen circumstances (I.e. funeral).

I have read, understand and agree to the guidelines for use of the facilities of St. Julian's.

Group Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signed agreement must be received in the church office by January 31 of each calendar year in order for groups to continue meeting at St Julians.**