

St Augustine Parish
35 Essex St.
Andover, MA 01810
Phone: 978 475-0050 Fax: 978 475-3078 Email: info@staugustineparish.org
www.staugustineparish.org

Building Use Agreement Form

Please review the following rules for use of the Center for Education and Ministry

1. Scheduling requests must be submitted in writing to the designated scheduling person. Once your request is approved, an email or written confirmation will be sent to you.
2. The plan for the arrangement of tables and chairs in the Assembly Hall must be submitted in writing at least two weeks prior to the event. The actual setup will be handled by our maintenance person.
3. The refrigerator and freezer may only be used for the scheduled meeting/event. No food may be left or stored in the refrigerator or freezer after the event.
4. The property must be left neat and clean. Floor washing is not required.
5. Trash disposal is the responsibility of the group using the building.
6. No food, wine, beer, or alcohol may be brought in to be consumed in the Center for Education and Ministry except under the following conditions:
 - a licensed bartender and/or caterer has been hired to serve the liquor and/or food
 - the following documentation has been provided to St. Augustine Parish:
 - a permit from the Town of Andover
 - an insurance binder from the company supplying the liquor
 - a copy of the contract between the bartender/caterer and the party using the Center
7. Use of the building is limited to the areas agreed upon. If use of the building involves children, adequate supervision is required. If the event is sponsored by a St. Augustine Parish Ministry, the supervising adults must have submitted a CORI and have completed the "Protecting God's Children" course.
8. No equipment, supplies or materials may be used without express permission.
9. Future requests for use of the space may be denied if all conditions of the agreement are not met.

Please retain this copy of the rules of use for your reference.

Detach and submit to the parish scheduler.

I/We have read the above rules and agree to abide by them

Signature _____ Date _____

Organization (if applicable) _____

Areas to be used _____

St Augustine Parish
35 Essex St.
Andover, MA 01810
Phone: 978 475-0050 Fax: 978 475-3078 Email: info@staugustineparish.org
www.staugustineparish.org

Building Usage Confirmation

This confirms the use of _____

To _____

For date/time _____

Thank you for your payment of _____

Balance due _____

(St. Augustine Parish Representative)

Date _____

The double doors adjacent to the parking lot should be open when you arrive. If this is not the case, please call _____

St Augustine Parish
35 Essex St.
Andover, MA 01810
Phone: 978 475-0050 Fax: 978 475-3078 Email: info@staugustineparish.org
www.staugustineparish.org

Building Use Checklist

Please complete this checklist once your event/meeting is over and leave at the reception desk. If task does not apply, indicate by N/A on the designated line.

- _____ Area is left neat and clean. Unclean conditions upon arrival should be reported to the parish scheduling person.
- _____ All trash and food have been removed from the building and properly disposed of.
No food may be left stored in the refrigerator or freezer after the event.
- _____ All lights have been turned off.
- _____ Broken equipment or furniture should be reported to the parish scheduling person.

Kitchen use ONLY

- _____ All kitchen items have been washed and put away properly.
- _____ Sign-out time noted in the book.

Signature _____ Date _____