



USE AGREEMENT

One Time

Group/Event Name:	Date of Event:
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Event Contact Person:	
Email: _____	Phone#: _____

Time of Arrival:	
Event Start Time: _____	Event End Time: _____
Time of Departure:	

Building Usage - Check all that apply

<input type="checkbox"/> Classroom	Fee: _____
<input type="checkbox"/> Choir Room	Fee: _____
<input type="checkbox"/> Philbrick Room	Fee: _____
<input type="checkbox"/> Thaxter Hall	Fee: _____
<input type="checkbox"/> Church (includes use of piano)	Fee: _____

Make check payable to St. John's Church and in memo line - Facility Use

Piano Tuning (if needed)

Piano Tuning - \$160.00

Make check payable to St. John's Church and in memo line - Piano Tuning

To reduce the risk involved in moving our piano, we do NOT move the piano for a rehearsal – only for the concert itself.

Coordinator Fee \$100.00 - make check payable to Ramona Ramsdell

The Coordinator Fee includes:

One time pre-event phone/email/in person consultation

- Coordinating equipment needs
- Table and chair configuration
- Day of event schedule

Two hours on-site assistance

- Assistance with room prep, table and chair set up/take down, clean up, parking, and other tasks as needed/negotiated.

Additional time available at a rate of \$50 per hour. Any additional time needs to be agreed upon and paid prior to the event.

- | | |
|---|------------|
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| <input type="checkbox"/> Church (includes use of piano) | Fee: _____ |

Total Fee

Building _____ Piano Tuning _____ Coordinator _____

Total Fee _____ Date Paid _____ Check # _____

_____ Received and signed Release of Liability

_____ Received and signed Building Usage Guidelines

Signature acknowledges agreement to all guidelines and fees associated with this contract.

Organization Representative

Date

St. John's Representative

Date