

**Facilities Use Agreement**  
**Mercer Island Presbyterian Church**

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

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

Address of Organization (Contact): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_

Room(s) Request: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

**No guarantee of reservation until all requirements are fulfilled.**

The undersigned requests to use facilities of Mercer Island Presbyterian Church (MIPC) on the following terms and conditions:

- The organization understands and agrees to the procedures, conditions, and regulations laid out by MIPC in the Facilities Handout.
- It is understood that the User is responsible for all damages to the premises and equipment and will leave the space clean and neat.
- The user fee charged by MIPC is intended to reimburse the church for the cost of operations and maintenance of the church property related to the use of its facilities
- Facility use is restricted to groups meeting the following qualifications:

A non-profit organization, association, corporation or school for use only of non-profit activity, as these are in the laws of the State of Washington, as amended; a nonprofit tax number and a written verification of at least \$1,000,000 in liability insurance naming MIPC as additional insured must be on file in the church office.

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3605 84th Street, Mercer Island, WA 98040 • (206) 232-5595 • [frontdesk@mipc.org](mailto:frontdesk@mipc.org)

- A damage deposit in the amount of \$300 is due at the time of booking. Deposits are refundable after the event, granted all policies are followed and all other terms of the contract are met. Deposits will be refunded, less the costs of any repairs due to damages, cleaning issues or unpaid balances. Additional fees will be applied for failure to break down or clean up rooms since this requires additional time for church staff to rectify.
- The User is only using our facilities and will not ask or expect Staff assistance during their time of usage unless previously arranged.
- Users agree to hold MIPC, its Session, Officers, Trustees, and Employees harmless from all claims, suits and costs, including attorney's fees for personal injury or property damage arising from the use of the church's facilities (including the parking lot and grounds) by the User and all persons entering MIPC's facilities in connection with the activity to be conducted by the User which are not caused by a negligent act or omission by MIPC, its Session, Officers, Trustees, or Employees.

Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Non-Profit Tax ID Number: \_\_\_\_\_

Liability Insurance Company: \_\_\_\_\_

Damage Deposit Received: \$\_\_\_\_\_ Date: \_\_\_\_\_

Insurance Received: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Title: \_\_\_\_\_

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