

Space Use Agreement for Outside Groups
Between
St. Mark's Episcopal Church, Washington, D.C.
And

Name of Organization

Tax Exempt Number

Street Address/City/State/Zip Code

Legal Agent/Representative (Print)

Day Telephone

E-mail Address

St. Mark's Episcopal Church agrees to allow the organization named in this Agreement to use the below indicated space(s) in the church building located at 301 A Street, SE, Washington, D.C. 20003-1007, subject to the conditions set forth in *St. Mark's Space Use Policy for Outside Groups*, *Schedule of Fees for Building Use by Outside Groups*, and (if applicable) *Kitchen Use Policy for Outside Groups*, which accompany this Agreement.

The organization named in this Agreement shall be responsible for any damage to the space it uses or any other church property, and any person, unless it can be demonstrated that the loss or damage is not attributable in any way to the organization's use of the building.

N.B., Maintenance fees, as applicable, are to be negotiated separately and directly with Mr. Edwin D. Green, St. Mark's Maintenance Contractor (202/543-0053 x307), by the organization names in this agreement.

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Space (check as many as apply):

- Adams Conference Room**
- Nursery**
- Parish Hall**
- Parish Hall Kitchen**
- Undercroft Classroom**

Purpose of Activity: _____.

Date of Activity: _____, 20____

Time of Activity/Event: ____ AM./PM. to ____ AM./PM.

Total Time of Use (including preparation & clean up): ____ AM./PM. to ____ AM./PM.

Attached to this Agreement:

Check # _____ in the amount of \$_____.00 as a Security Deposit. This deposit will be returned within two (2) weeks after the activity, provided that no damage to the church property has been incurred.

Check # _____ in the amount of \$_____.00 for the space use rental.

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In signing and returning this Agreement, I acknowledge the receipt of *St. Mark's Space Use Policy for Outside Groups*, *Schedule of Fees for Building Use by Outside Groups* and (if applicable) *Kitchen Use Policy for Outside Groups*, agree that the organization named in this Agreement will abide by them.

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For the Organization:

Legal Agent/Representative (Signature)

Title

Date: _____, 20____

For St. Mark's Episcopal Church:

Paul R. Abernathy, Rector

Date: _____, 20____

St. Mark's Episcopal Church
118 Third Street, SE
Washington, D.C. 20003-1007
Telephone: 202/543-0053 Fax: 202/546-3695