**Agreement for Use of Space**

This agreement is between Iglesia Anglicana San Pablo en San Miguel Allende A.R (hereinafter “the AR”) and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“User”)

**User Contact information**:

Business/Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence/Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Space Requested** (check all that apply):

Parish Hall \_\_\_\_ Kitchen \_\_\_\_\_ Bathrooms \_\_\_\_\_ Nave \_\_\_\_\_

Conference Room \_\_\_\_ Small Chapel \_\_\_\_\_ Outdoor Space \_\_\_\_\_ Storage \_\_\_\_\_

**Purpose** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**St. Paul’s Furnishings Required** (list furniture/other property of St. Paul’s requested by User):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Services Required** (list all services of St. Paul’s requested by User):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**User Furnishings/Property** (list all furniture/other property User will introduce to St. Paul’s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Date(s) for Use of Space** (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beginning and Ending Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Initials:** the AR \_\_\_\_\_\_\_\_\_\_\_\_\_\_ User: \_\_\_\_\_\_\_\_\_\_\_\_\_

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**I. GENERAL**

* 1. **Set up/Take Down:** If user proposes to use furnishings or other property of St. Paul’s or to introduce user’s own furnishings or property, User will consult with St. Paul’s. and St. Paul’s will specify the date(s)for delivery, setup, take down, and removal.
  2. **Termination:** This agreement terminates at close of normal business hours of St. Paul’s on (dd/mm/yyyy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Extension of this agreement may occur only by written request by User and written response by St. Paul’s.
  3. **User Property:** Any property or furnishings User has introduced to St. Paul’s must be removed by the termination date set forth in Section I. B. above. If user fails to remove such property by the termination date, St. Paul’s will provide one emailed notice to User to remove such property specifying a final date certain for removal. If the User property is not removed by the date specified in the emailed notice, User agrees that such property will become the property of the AR and that the AR may, in its sole discretion, sell, destroy, or dispose of the property any manner that it sees fit.
  4. **Security:** St. Paul’s will provide no security or protection for User’s activities beyond the normal measures that the church provides for its own security. St. Paul’s will provide no insurance coverage for User’s property or participants in User events at St. Paul’s. User assumes full and complete responsibility for any loss or damage to property or harm to persons connected in any way to its use of St. Paul’s property.

**II. PROMOTION**

Promotion of any and all User activities at St. Paul’s shall be the sole responsibility of the User.

**III. DONATION**

The User agrees to make a donation to St. Paul’s in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in recognition of its gratitude and appreciation for the use St. Paul’s space. Please see attached details concerning scheduling for use of church facilities and weddings.

**IV. SOLE AGREEMENT**

All terms of the agreement between St. Paul’s and the User are to be found within the text of this agreement and nowhere else. It may not be supplemented, modified, or changed in any way by any prior or subsequent verbal agreements, discussions, representations, or understandings.

**St. Paul’s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**User:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_