

United Church of Dorset and East Rupert
P. O. Box 263
Dorset, VT 05251
802-867-2260

We at the Dorset church are glad our building is seen and used as a community center. In order to keep our building orderly, clean and supervised, and for your particular activity to receive our maximum hospitality, we wish you to read, agree to and sign the following agreement.

Building Usage Agreement

I/we _____ have thoroughly read the attached agreement and understand all the responsibilities for use, care, cleaning, and communications. Therefore, I sign this agreement acting as agent for my organization to follow the agreement guidelines.

I/we have agreed to use the _____ on
_____, the _____ day (s) of _____
in the year _____ for the purpose of _____
_____.

Therefore, I sign this agreement acting as agent for my organization to follow the agreement guidelines. I/we will take full responsibility for keys and conditions of the building and will return the keys upon completion of usage.

Name

Address

Phone

Organization

- I. We take responsibility for the setting up of the church space to meet our needs.
- II. We will pay for all cost incurred in the use of the space.
- III. We will be responsible for making sure that all lights have been turned off, and locking any doors that are required.
- IV. We will inspect the bathrooms and leave in clean order.
- V. If kitchen use is needed, we will provide all food and supplies (including paper products). In addition, we will clean all items used, and return to proper place.
- VI. We accept responsibility for leaving the space the way we found it, which includes putting away all chairs and tables in the proper spaces.
- VII. We agree that if the church decides that extra cleaning is necessary after our use, we will incur the cost of the cleaning staff as is necessary.
- VIII. If something has been broken, we will pay for the repair and/or replacement of the item (s).

Signature of Agent

Date

