

ST. FRANCIS BY THE SEA EPISCOPAL CHURCH  
330 Hinckley Ridge Rd., Blue Hill, ME 04614  
207-374-5200  
[stfrancisbluehillme@gmail.com](mailto:stfrancisbluehillme@gmail.com)  
[www.stfrancisbluehill.org](http://www.stfrancisbluehill.org)

**APPLICATION FOR BUILDING USE**

**THIS AGREEMENT** is by and between St. Francis by the Sea Episcopal Church (St. Francis) and

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

Address of Organization: \_\_\_\_\_

Phone or Contact Info: \_\_\_\_\_

Do you have a 501(c)3: yes \_\_\_\_\_ No \_\_\_\_\_ Copy Made Available: \_\_\_\_\_

Do you have insurance coverage: yes: \_\_\_\_\_ no: \_\_\_\_\_ Copy Made Available: \_\_\_\_\_

It is understood that any group that uses St. Francis assumes financial responsibility for any vandalism, breakage, or theft, which results from the event or from unhindered entry from the time of the vacating of the building until it is officially opened the following business day. Any organization using St. Francis will assume full responsibility for all persons attending the function and will provide the name of the person with whom final responsibility is entrusted.

Name of Responsible Person from Organization:

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**EVENT INFORMATION:**

Date(s) of Rental: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

Purpose/Nature of Event: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Please check the room(s) you are requesting:

- |   |          |
|---|----------|
| 1. Sanctuary  | \$150.00 |
| 2. Parish Hall  | TBD      |
| 3. Parish Hall and Kitchen  | \$100.00 |
| 4. Library  | TBD      |
| 5. Choir Room   | TBD      |
| 6. Move Altar Rail  | \$50.00  |
| 7. Sexton's Fee (\$50.00 returned if building is in good condition) | \$100.00 |
| TOTAL:  | \$       |

If you plan to use the dishwasher, you must provide the name of the person who is to be trained in its use and arrange through the parish office for that training.

Name of person to be trained: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**OTHER INFORMATION OR SPECIAL INSTRUCTIONS:**

1. Altar to be moved \_\_\_\_\_
2. Altar to be stripped and cloth removed \_\_\_\_\_
3. Organ or Piano Use \_\_\_\_\_

\_\_\_\_\_  
Signature of Ministers of Music

4. Other: \_\_\_\_\_

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

**LIABILITY DISCLAIMER:**

The (Name of group) \_\_\_\_\_ shall indemnify, defend and hold harmless St. Francis by the Sea Episcopal Church and the Episcopal Diocese of Maine and their respective officers, directors, employees, agents, and representatives, from and against any and all claims, demands, causes of action, losses, liabilities, damages, and expenses, (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against St. Francis by the Sea Church and the Episcopal Diocese of Maine and their respective officers, directors, employees, and agents from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of St. Francis by the Sea Church by the undersigned.

**STATEMENT OF AGREEMENT:**

*I have read, understood, and agree to the building use policies, fee schedule, and liability disclaimer for the use of St. Francis by the Sea's church property.*

\_\_\_\_\_  
Date Signature  
\_\_\_\_\_  
Position with Organization

Return to: St. Francis by the Sea Episcopal Church  
330 Hinckley Ridge Rd., P.O. Box 76  
Blue Hill, ME 04614

**CONFIRMATION OF AGREEMENT (for office use only):**

Approved by: \_\_\_\_\_

Deposit Fees Paid: yes \_\_\_\_\_ no \_\_\_\_\_ Residual Rental Fees Paid: yes \_\_\_\_\_ no \_\_\_\_\_

Key picked up by: \_\_\_\_\_  
Name and Date

Key returned by: \_\_\_\_\_  
Name and Date

Condition of building after use: \_\_\_\_\_

\$50.00 cleaning fee refunded: yes \_\_\_\_\_ no \_\_\_\_\_ check # \_\_\_\_\_

