

General One-Time Use Rental Agreement

Please complete this document

Date _____

Organization _____

- Business or Commercial
- Non-profit

Contact Name _____

Address _____

Phone _____ E-mail _____

Dates of Program or Event _____

Arrival Time: _____ Departure Time: _____

Number of Persons _____

Please describe your program or event:

Rental Rates and Fee Structure

Description of Space or Fee	Commercial or Business Rate	Non-profit Rate
Classrooms		
Hourly	\$30	\$25
4 Hours or Less	\$105	\$90
Full Day	\$185	\$155
Hansen Hall		
Hourly	\$60	\$50
4 Hours or Less	\$210	\$175
Full Day	\$370	\$310
Kitchen Use	\$100	\$100
Sanctuary		
Hourly	TBD	
4 Hours or Less		
Full Day		
PA System Rental	\$125	\$100
Kitchen Use	\$100	\$100

**Note: Please include set-up and take-down time*

Rental Facility Requested

- Classroom \$ _____
- Buchenroth Room \$ _____
- Hansen Hall \$ _____
- Sanctuary \$ _____

Equipment and Set-up Requests

- P.A. System \$ _____
- Piano/organ \$ _____
- Kitchen \$ _____

TOTAL FEE DUE \$ _____

Other

- This event will be using a childcare provider approved by St. John's, if checked please agree to the following:
 - Renter agrees that at all times they will indemnify and hold The Episcopal Church in Jackson Hole and its offices and employees harmless and free and clear of all liabilities arising from any act of omission or commission with respect to his/her/their use of the facilities of the church pursuant to this agreement and any of the terms thereof _____ (initials)
 - This contract is for the use of the specified facility only, and does not include portions of the facility not contracted for. _____ (initials)
 - Lessee agrees that if chaperones or childcare providers are needed while using the facilities, they shall so indicate at the time of the signing this agreement and either hire one or more of the individuals on St. John's approved list or in the alternative provide suitable evidence that the person or persons proposed to be used have undergone training and been certified by the "Safeguarding God's Children Program." _____ (initials)
- This contract is for the use of the specified facility only and does not include portions of the facility not contracted for.
- I have provided a simple sketch of the room set-up for St. John's Staff to review.
E-mail sketch to: joni@sjecjh.org OR fax to 307-734-1371 attention: Joni.

Renter Initial:

_____ Renter agrees to reimburse St. John's for any damages incurred to property of St. John's.

_____ I have attached a copy of our event rider for insurance purposes.

_____ St. John's is an event co-sponsor and will be represented in all literature and event promotion .

Signature _____ Date _____

I have read the above information and agree to the Terms and Conditions of the use of St. John's facility use.

You may e-mail, fax, or mail your application to:

PO Box 1690 ~ Jackson, WY. 83001 Fax- 307-734-1371 E-mail: joni@sjecjh.org