

**A Statement of Use and Hold Harmless Policy of  
Linden Tree Meeting House, Phippsburg Congregational Church, Phippsburg, Maine**

**1. Property and Agreement Form**

This Agreement is entered into between Phippsburg Congregational Church (the "Church") and

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on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Dates/Times:** We would like to reserve the Linden Tree Meeting House on \_\_\_\_\_, 20\_\_\_\_

from \_\_\_\_\_ AM/PM (circle one) to \_\_\_\_\_ AM/PM (circle one) for

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The buildings and land (the "facilities") belonging to Phippsburg Congregational Church, along with all equipment owned by the Church represent a considerable investment of labor, time and treasure by past and present members of the Church. Some of it has been given in memory of beloved members and friends. All of the property, equipment, and facilities are set aside to the greater Glory of God and His worship, as well as the education and service in the Christian faith. It is the desire of the Church that this investment in land, buildings and equipment be used and respected.

**2. Use of Facilities**

The facilities of the Linden Tree Meeting House are available on a case by case basis with the advance approval of the Deacons or the Church Council. When circumstances require a decision before a regularly scheduled meeting of the Deacons or the Church Council, the Pastor will facilitate the approval process.

**3. Reservations**

There can be no interference with normal church activities. Use of Linden Tree Meeting House is always subject to church needs and prior reservations.

**4. Decorations and Posters**

No decorations or posters may be placed or attached to the walls, ceilings, or beams of the Linden Tree Meeting House whether permanently or temporarily. Easels and freestanding art works/pictures are allowed.

**5. Acceptance of Premises**

The Church shall not be responsible for any damage or loss to persons or property of outside groups using the facility. Such groups agree that they have inspected the facility and accept the facility "as is." Such groups also assume their own liability. Such outside groups agree to indemnify and to hold the Church harmless from all liabilities, damages, lawsuits and reasonable attorney fees resulting from the use of this facility. The user agrees to accept responsibility for damage to the premises. This agreement shall be filed in the pastor's office.

Church school materials shall not be moved, taken or destroyed, nor shall the walls, furniture or papers be defaced. When the kitchen and the equipment are used, it shall be left in a clean and tidy condition. Trash and garbage must be removed from the premises.

## 6. Additional Regulations

The following policies are expected to be observed by all who use the facilities in any way, whether church or outside organizations.

1. Seating capacity is for 75.
2. All church facilities and grounds are smoke and alcohol free.
3. Please leave the building and grounds as you found them.
4. Children should be supervised at all times.
5. Only service animals permitted inside facilities.

## 7. Fee Schedule for the Linden Tree Meeting House for your Wedding Rehearsal Dinner or Wedding Reception. Using this space requires a separate contract from the Wedding Contract.

Those in Fellowship

Wedding Rehearsal Dinner - no charge for using the facility, but donations welcome  
\$50 payable to caretaker

Wedding Reception - no charge for using the facility, but donations welcome  
\$50 payable to caretaker

Phippsburg Residents or Taxpayers Not in Fellowship of the Church

Wedding Rehearsal Dinner - \$150, with \$50 payable to the caretaker, and \$100 payable to the church. Deposit due at time of reservation - \$75

Wedding Reception - \$300, with \$100 payable to the caretaker, and \$200 to the church.  
Deposit due at time of reservation - \$100

All Others

Wedding Rehearsal Dinner - \$500, with \$50 payable to the caretaker, and \$450 to the church.  
Deposit due at time of reservation - \$200

Wedding Reception - \$1,000, with \$100 payable to the caretaker, and \$900 to the church.  
Deposit due at time of reservation - \$400

If the event at the Linden Tree Meeting House is canceled, the deposit is forfeited.

## 7A. Fee Schedule for the Linden Tree Meeting House for other than Wedding Rehearsal Dinners or Wedding Reception

Fees will be charged for a 3-hour block of time. If any person or group goes past their 3-hour time limit, they will be charged for another full 3-hour block of time. All activities will be curfewed by 9:00 PM.

Fees are due 7 days before use of the Meeting House. If the event at the Linden Tree Meeting House is canceled, the rental fee is forfeited.

- Community Non-Profit Organizations: No charge, but donations are always welcome. The first \$25 of such a donation, if made, would go to the caretaker. Any donations above that amount would go to the church.
- Those in Fellowship: \$25 payable to the caretaker directly.
- Phippsburg Residents or Taxpayers Not in Fellowship of the Church: \$50 with \$25 payable to the caretaker directly and \$25 to the church.
- Others: \$100 with \$25 payable to the caretaker and \$75 to the church.

**8. Indemnification and Hold Harmless**

Name \_\_\_\_\_ shall indemnify, defend, and hold harmless the Church and its 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 the Church by any person(s) arising out of its use of its facilities.

**9. Signatures**

I have read the above Use/Policy Statement and accept and agree to its terms on behalf of

\_\_\_\_\_ and its members, which obligates us to comply with the agreement.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_

Residence \_\_\_\_\_

Office Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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