



St. Matthew's Episcopal Church  
 5900 Seventh Avenue • Kenosha, WI 53140  
 Telephone 262-654-8642  
 Fax 262-605-5526  
 email: stmatts5900@gmail.com

### Room Use Contract and Receipt of Payment

Date of initial request \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of person making the request \_\_\_\_\_ parishioner or non-parishioner (please circle)

Name of person in charge of the activity (if different) \_\_\_\_\_

Affiliated organization (if applicable) \_\_\_\_\_ non-profit or for-profit (please circle)

Contact person's phone number \_\_\_\_\_ email address \_\_\_\_\_

Room(s) requested (Great Hall, Lower Hall, church, chapel, gym, kitchen, classroom) \_\_\_\_\_

Room will be used for \_\_\_\_\_

Number of people expected \_\_\_\_\_

Equipment needed \_\_\_\_\_

Date(s) needed \_\_\_\_\_ Time(s) needed \_\_\_\_\_

\_\_\_\_\_

Charge for room use \_\_\_\_\_ Charge for equipment use \_\_\_\_\_ Total due \_\_\_\_\_

**Total Amount Pd.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Rules Governing Use of St. Matthew's Facilities:**

- \*Requests for rooms must be made at least 14 business days in advance of the activity
- \*Events for which a room is requested will not be placed on the calendar until Father Matthew has signed his approval
- \*Smoking, weapons, alcoholic beverages, and other controlled substances are prohibited
- \*Facilities may be used only for the purposes designated in the contract
- \*Facilities may not be used by an individual for private gain
- \*Entrance into areas other than the designated and rented portions of the building is not permitted
- \*No food or beverages are permitted inside the church or chapel
- \*St. Matthew's Episcopal Church is a place of worship. No rowdiness, inappropriate language, inappropriate attire, or inappropriate conduct of any kind is permitted
- \*St. Matthew's reserves the right to evict any person or group from the premises at any time if behavior, dress, or activities are deemed inappropriate
- \*In addition to the room rental fee, any additional expenses incurred due to the activity will be charged to the group (ex. custodial, maintenance, damage, loss, etc.)
- \*Lessee is responsible for leaving the facilities (room and restrooms used) clean and in its original arrangement
- \*Payment for rental shall be made when approval has been granted and all parties have signed the contract
- \*Lessee agrees to conduct its activities upon the premises so as not to endanger any persons or equipment and to save harmless the Lessor against any and all claims for injury to persons or property arising out of the events associated with the activity

\_\_\_\_\_  
 Signature of Lessee, indicating understanding and agreement

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Approval on behalf of St. Matthew's Church

\_\_\_\_\_  
 Date