**SPACE USE REQUEST  
St. Augustine’s Anglican Church**

TODAY’S DATE

OFFICIAL GROUP NAME

MAIN GROUP CONTACT AND CONTACT ADDRESS

TIMES DESIRED TERM

NATURE OF ACTIVITY

AREAS TO BE USED

EQUIPMENT REQUIRED

PARISH CONTACT

USAGE FEES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYED monthly / yearly / other

Notes:

* A $200 refundable damage deposit is required OR an agreement to cover any cost of damage.
* All user groups are required to maintain comprehensive third party liability insurance including legal liability coverage and cross liability coverage against claims for personal injury and death and property damage suffered in or around the Parish building, arising directly or indirectly from the use by the Licensee, its employees, workers, invitees, agents and representatives and those for whom the Licensee is responsible for at law, in the amount of not less than $2,000,000.00 per occurrence. The Parish is to be named as a party insured and provided with a copy of the policy. \***Proof of insurance is required along with a signed user agreement.**