



ALL SOULS INTERFAITH GATHERING, INC.

Rental Facility Agreement

Emergency Info: Call 911, Location: 291 Bostwick Farm Road, Location Phone: (802) 985-3819
Meach Cove Office: (802) 985-2918. Fire extinguisher locations are located near the kitchen phone.

Individuals and groups granted permission to use the All Souls Interfaith Gathering facilities are responsible for understanding and agreeing to the following rules and regulations:

1. Permission to use the facilities is valid only for the date(s) and times indicated on the Rental Agreement. No items are to be stored in the building before or after the event except with express permission. Rental times begin at 9:00 a.m. and end no later than 10:00 p.m.
2. Comprehensive Liability Insurance may be required for events that serve alcohol or have movement in a program or class. If Rental Agreement specifies a license is required, the User must provide a copy of the Comprehensive Liability Insurance naming All Souls Interfaith Gathering as additional insured at least one week before the event and shall be mailed to the ASIG office at the address below.
3. The bar is to be closed 30 minutes before the event is scheduled to end, no later than 9:30 p.m. Alcohol service will not exceed a total of six hours.
4. No food or beverage is permitted in the Sanctuary with the exception of bottled water.
5. Please leave all rented areas in broom swept condition and return all equipment, tables, and chairs to their proper locations. Please leave the kitchen area and equipment in the condition you found it in.
6. Use of outdoor advertising, signs, banners, etc. requires approval from the ASIG Events Coordinator.
7. No tacks, pins, tape or other adhesive materials are to be used on any surfaces.
8. When applicable, the Guidelines for Photographers, Musicians & Caterers will be distributed by the User.
9. The fireplace may not be used at any time.
10. Smoking is prohibited in the building and is only allowed in the designated area(s) outside.
11. Please park in designated areas. There is disabled parking in front of the building. In the summer all overflow parking shall be in the field on the East side of ASIG's property. In the winter if you expect parking to exceed 70 cars you may consider using buses.
12. Please stay only on ASIG property. The connecting property is private. ASIG property begins with the Labyrinth on the East, the edge of the parking lots on the North and South side and on the West side (see site map for property boundaries).
13. I understand that I will be billed for all actual cost of repairs and/or damages.

I have read the above and agree to abide by the guidelines as stated. I will make all members of the group aware of them.

Please mail a signed copy to the address below.

User Signature : _____

Date: _____

ASIG Representative : _____

Date: _____