

The Shepherd's Garden

Usage Agreement

Please complete and return this form at the time of your request

Date of Application: _____

Contact Person's Name: _____

Address: _____ City/ST/ Zip: _____

Primary Phone: _____

E-mail Address: _____

Give a brief description of your activity: _____

Number of participants expected: _____

Date requested: _____

(Hours of The Shepherd's Garden are Dawn to Dusk

Rental times must include setup, decorating, picture taking, and clean-up)

Hours requested: from - _____ to - _____

- Damage deposit, payment for estimated custodial hours, and application form must be completed at time of reservation request. Payment in full must be made the week prior to the event.
- No refunds will be given due to inclement weather; however, the donation will be tax deductible.
- Smoking, pets and alcohol are prohibited.
- The Shepherd's Garden is not liable for accidents or injury of any person.
- Clean-up the day of the event is the responsibility of the organizers.
- A pre-event conference with The Shepherd's Garden Board is required to explain our expectations and the organizer's intentions for usage. We reserve the right of refusal.
- Please notify in advance of any cancellation

Please make checks payable to The Shepherd's Garden

PAID: Date _____ CHECK # _____ AMOUNT \$ _____ REC'D BY _____

Please complete the back side and return

FEES and DONATION SUGGESTION

REQUIRED FEES

- Custodian wages: \$20.00/hour
- Sound Technician: If needed, a sound technician is available through First Presbyterian Church. Contact him one month prior to the event date to arrange equipment needs, estimated hours, and fee.
- If the church is needed for Bridal changing and waiting, a donation of at least \$50.00 may be payable to First Presbyterian Church.

TAX DEDUCTABLE DONATION SUGGESTION

Damage Deposit	\$100.00 <i>(refundable, when clean-up is completed and no damage per custodian)</i>
Full Day (dusk to dawn)	\$325.00
Hourly	\$ 60.00

I hereby agree to abide by the rules and regulations set forth by The Shepherd's Garden Board of Directors regarding the scheduled use of the facility. I further agree to return the area used by the event back to its original condition, and to assume full responsibility for any damage directly caused by this event. For and in consideration of the use of the area, I do hereby agree to indemnify, defend and hold harmless The Shepherd's Garden and Board from liability in case of accident or injury to persons or property arising out of the use of this facility by my organization. Finally we agree to abide by the laws set forth by the City of Sioux City and the State of Iowa.

Signature of person submitting request: _____

Date: _____