

# Gaia House Interfaith Center

913 S. Illinois Ave. - Carbondale, IL 62901 - (618) 549-7387 – www.ourgaiahouse.org  
Emergency Contact: Jon-Paul Diefenbach (618) 917-1262

## Building Use Agreement

Key # \_\_\_\_\_

Group/Event: \_\_\_\_\_

\_\_\_\_\_

Date/Regular Meeting Time: \_\_\_\_\_

\_\_\_\_\_

Rooms:	Half Day	Full Day
Dave Colombo Library	\$20	\$40
Living Room	\$25	\$50
Upstairs	\$50	\$100
Kitchen/Dining Room	\$50	\$100
Both Floors	\$100	\$150
Labyrinth Garden	\$10	\$20

### Contact 1

### Contact 2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

- I agree to use the door key for the above stated event or regularly scheduled group meetings only.
- I agree to complete the provided **Closing Checklist** and ensure the building is unoccupied before locking up if my group is the last to leave.
- I agree to take responsibility for returning the key when my event or group has ended or I am no longer associated with the event or group.
- I agree to pay any applicable fees on time to Gaia House Interfaith Center.
- I agree to abide by the guidelines for using the facility provided by the staff, now and in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_