



**USE AGREEMENT FOR  
RENTAL OF THE LOUISA HOWARD CHAPEL  
Lakeview Cemetery, 455 North Avenue, Burlington, Vermont**

This agreement is made between \_\_\_\_\_

(the renter) and the City of Burlington Department of Parks, Recreation & Waterfront to allow

for the use of the Louisa Howard Chapel on \_\_\_\_\_, (date),

from \_\_\_\_\_ to \_\_\_\_\_ (time) for the following purpose:

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**THE RENTER AGREES TO THE FOLLOWING:**

1. To use the Chapel only for the purpose stated above.
2. To pay the deposit and other applicable fees prior to the date of the event.
3. To contact Department staff in advance of the event to determine where vehicles may be parked.
4. To not exceed the maximum occupancy limit of 55 persons inside the Chapel at any one time. The renter agrees to ensure that the egress paths are not obstructed.
5. To leave the Chapel clean and cleared of any items brought to the Chapel by renter.
6. To comply with the following rules regarding use of the Chapel:
  - No smoking.
  - No candles or open flames.
  - Food, alcohol, or other beverages are not permitted inside the Chapel or on the Cemetery grounds.
  - Decorations of any sort may not be affixed to the walls, doors or windows. The location of flowers and other decorations is subject to the approval of the Department. A runner may be used inside the Chapel.
  - No confetti or rice inside the Chapel or on the grounds. Birdseed may be used outside of the Chapel.
  - No amplified music inside of Chapel due to potential damage to stained glass windows.
  - No tents or other structures are permitted on the Chapel or Cemetery grounds.



**THE CITY OF BURLINGTON AGREES TO THE FOLLOWING:**

1. To provide a staff person who will unlock the Chapel, be available during the event, and lock the Chapel at the conclusion of the event.
2. To provide access to the Cemetery office restroom if needed.
3. To inspect the Chapel promptly after the scheduled event and return the damage deposit as soon as possible if there are no damages to the Chapel.

The City reserves the right to suspend or revoke the privilege to use the Chapel if applicant violates terms of agreement at any time.

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\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter's name and organization, printed

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

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

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

\_\_\_\_\_  
Burlington Parks, Recreation & Waterfront Representative

\_\_\_\_\_  
Date

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**FEES CHARGED:**  
Reservation Deposit: \$ \_\_\_\_\_  
Rental: \$ \_\_\_\_\_  
Damage Deposit \$ \_\_\_\_\_  
(Please provide a separate check.)

**FEES RECEIVED:**  
Reservation Deposit: \$ \_\_\_\_\_  
Rental: \$ \_\_\_\_\_  
Damage Deposit \$ \_\_\_\_\_

**Fees must be paid in cash or by check.** Please make checks payable to Lakeview Cemetery.

**Submit Form & Fees to:** Chapel Scheduler, Lakeview Cemetery  
455 North Avenue, Burlington, VT 05401

***Thank you!***