

CHURCH FACILITY USE POLICIES AND FEES

St. Paul's United Church of Christ, Stoverstown

Approved January, 2018

For **all uses** of the church, the renting party is responsible in full for damages. See release and indemnity agreement on page 3.

For **members**, all facilities are free to use unless cleanup is needed. A cleanup fee of up to \$100 will be assessed if needed. Member's donations are always welcome.

For **non-members**, a deposit equal to the base fee plus a security deposit/clean-up fee is required. Clean-up fee will be refunded as appropriate.

Fellowship Hall - \$100 fee plus \$100 security deposit/clean-up.

Gazebo - \$75 (includes use of unpadded folding chairs from fellowship hall) plus \$100 security deposit/clean-up. Renting party is responsible for setup of chairs and return to fellowship hall or clean-up fee will apply.

Sanctuary – (non-wedding) - \$150 fee plus \$100 security deposit/clean-up.

Sanctuary (wedding) - \$400 plus \$100 security deposit/clean-up. \$200 due at time of request, \$200 due two weeks prior to wedding. ***If requesting church for a wedding, contact the Church Office to request a Wedding Brochure and Wedding Contact and Information Form.***

Kitchen and Fellowship Hall:

Limited to 150 persons.

Take all trash and recycling with you.

Clean up after use, mop the floor if needed.

Return chairs and tables as found.

Restrictions:

St. Paul's UCC is a non-smoking facility.

Alcoholic beverages are not permitted on church property.

Controlled substances and weapons are forbidden on church property.

Persons are required to abide by the church's Safe Sanctuary Policy.

CHURCH FACILITY USE APPLICATION FORM
St. Paul's United Church of Christ, Stoverstown

Requestors Name: _____

Street Address _____

City _____ State _____ Zip code _____

Best way to reach?

Phone number: _____

e-mail address: _____

Type of service or proposed use _____ (If planning a wedding, skip to Wedding Contact and Information Form.)

Requesting use of Sanctuary Yes _____ No _____ (Maximum 225 Persons)

Requesting use of Fellowship Hall Yes _____ No _____ (Maximum 150 Persons)

Requesting use of Gazebo Yes _____ No _____

Member request Yes _____ No _____

Committee/Church group request Yes _____ No _____

If yes, name of group _____

Will you require someone to open/close facility? Yes _____ No _____

Date of Use Requested _____ Time Requested _____

For **non-members**, a deposit equal to half the base fee plus a security deposit/clean-up fee is required. Clean-up fee will be refunded as appropriate. See page one of Church Use Policy Form for fees and regulations.

CHURCH FACILITY USE RELEASE AND INDEMNITY AGREEMENT

St. Paul’s United Church of Christ, Stoverstown

This release and Indemnity Agreement is between _____
(name of individual) and St. Paul’s United Church of Christ, Stoverstown described above for meetings and other activities.

NOW, THEREFORE, in consideration of St. Paul’s United Church of Christ, Stoverstown, permitting the organization of individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) here indemnify, hold harmless, release and discharge St. Paul’s United Church of Christ, Stoverstown and its directors, agents, members, volunteers and/or employees, from any and all liability claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We further agree that the church property will be used in accordance with the Church Facility Use Policies and Fees of the congregation (a copy had been received), and I/We hereby consent to the Release and Indemnity Agreement.

Requestor’s Signature: _____

Date submitted: _____

Approved by Consistory on: _____
(Officer’s Signature & Date)

Administrative Assistant Enter on Church Calendar: _____
(Initial & Date)

Sexton is Notified: _____
(Initial & Date)

Pastor is Notified: _____
(Initial & Date)