



# St. Paul United Methodist Church

750 Norland Ave, Chbg, PA 17201      717-267-3085

## Building-Use Policy & Rental Agreement Form

### Building Use Approval Process

1. The purpose of use including any event content must not be in conflict with St. Paul United Methodist Church (St. Paul) mission and core values.
2. Rental of the St. Paul facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
3. St. Paul Staff and Leadership Team Members have access to all rooms in the building at all times.
4. Rental Request & Approval:
  - Complete the Building-Use Policy & Rental Agreement Form (this form) to start the rental process and submit to the St. Paul office.
  - The rental request will be reviewed by the Building-Use Team and will be either approved or disapproved. The Office Manager will call to inform you of the decision.**
  - If approved, a staff member will be assigned to work the event.
  - A 50% deposit will be required once your event is approved to secure the facility. In the event of a cancellation, a full refund will be paid if cancelled 2 weeks prior to the scheduled date.
  - FINAL PAYMENT is due 5 days prior to your event.

### Building-Use Policy

1. The tenant is responsible to make sure that all rooms are left in the same state as when their group arrived.
2. Reassignment or sublet to any other tenant is strictly prohibited.
3. No alcoholic beverages or controlled substances are allowed in the building or in the parking lot or surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
4. Kitchen use is restricted to the preparation of beverages and to serving of prepared foods. After kitchen use, supplies and washed dishes are to be put away and counters are to be cleaned and sanitized.
5. There is to be no personal use of the St Paul office equipment and no long distance telephone calls are to be made.
6. The worship instruments may not be removed from the stage or rearranged.
7. No church equipment or property may be removed from the building.

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8. All local and state fire and safety regulations will be followed.
9. Tenant is responsible for Minors in attendance. Minors are to be supervised at all times, with at least 2 adults and no adult is to be alone with a minor at any time. Follow Safe Sanctuary Policy required.
10. St. Paul assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold St. Paul harmless from all third party claims, liability or damages arising out of such.
11. St. Paul reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

## Rental Fees

1. Flat rental fees will be assigned based on specific rooms requested/approved, in accordance to the Room Rental Charge.

Signed By Person Responsible For Event: Agrees to the above building policies.

Signature \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Required Insurance \_\_\_\_\_ Policy \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_