**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