

ST. PAUL'S EPISCOPAL CHURCH ROOM USAGE FORM AND GUIDELINES

St. Paul's Episcopal Church
798 S. Coy
Oregon, OH 43616
419-691-9400



Date of Event _____
Time of Event. _____
Set-up Date. _____
Set-up Time. _____
Deposit _____ Date Paid _____
Rental Paid _____ Date _____
Refund Returned _____ Date _____

Contact Person: (Must be present throughout the event. Must supply diagram of desired table and chair set-up and approximate number of attendees at least one week prior to event.)

Name: _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: ____

Event: _____

Parish Hall w/o Kitchen (\$200) _____ Parish Hall w/stove and oven (\$225) _____

Parish Hall is 160-person max.

Parlor (\$75, 15-person max) _____ Sanctuary (\$250, 200-person max) _____

An additional separate deposit check is required of all rentals:

Non-member Deposit \$100, Church Member Deposit \$50, no rental fee.

Deposit:

A deposit is required for all rentals. This is in addition to the rental fee. The deposit will be returned following the event provided the facilities are left according to the following conditions:

1. The trash is removed from the building and placed in the parking lot trash dumpster.
2. All items are returned to their appropriate place.
3. All lights are turned off including restrooms.
4. Any needed supplies and materials must be supplied by the user with the exception of restroom supplies.
5. Kitchen (if used) is left clean, counters are wiped down, stove and equipment wiped off, and all spills are cleaned up, including the floors.
6. All floors throughout the building should be left free of trash, crumbs, spills, and scuff marks.
7. If decorations are used, **no** scotch tape or other adhesives are allowed.

We ask that the building be left in the same condition that you found it, including returning chairs and tables to their original locations. Failure to comply with this list will result in forfeiture of your deposit.

Terms:

1. Adhere to all applicable government and health department order and guidelines, and any additional guidelines communicated or posted in the church building.
2. NO ALCOHOLIC BEVERAGES are permitted on the church premises.
3. Games that conform to the laws of the state of Ohio are allowed.
4. NO SMOKING on the premises.
5. If the user requests removal of snow/ice from the parking lot and or sidewalks, the user will agree to pay the normal rate charged by our contractor.
6. Children must be under adult supervision at all times.
7. NO INFLATABLES are allowed.
7. After use, a final inspection will be done with the facilities representative to determine if deposit is to be returned.
8. A certificate of liability insurance is required from your homeowners/renter's insurance. A simple call to your insurance agent will enable you to obtain the appropriate form.
9. In consideration for the use of St. Paul's facility, the Applicant signing this agreement is liable for damage to the building, to grounds, to furniture, and/or equipment belonging to the church and for the safety of all guests. The Applicant agrees to pay for all necessary repairs resulting from damages.
10. The Applicant hereby agrees to indemnify and save harmless St. Paul's Episcopal Church, its vestry, clergy, representative and employees against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of the applicant's use of facilities. Further, St. Paul's Episcopal Church shall not be held responsible for any claims, causes or action, damages, losses, or liability which might be suffered for any injury to persons or property while on the premises.

I have read and agree to abide by these terms.

Signature _____ Date _____

Witness _____ Date _____

We at St. Paul's hope that your event is enjoyable, and we thank you for choosing our facilities. If there are any other questions, please feel free to contact the church office (419-691-9400). We will be glad to assist you in any way possible.