

**ST. PAUL'S EPISCOPAL CHURCH ROOM USAGE FORM**

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 \_\_\_\_\_  
Amount Paid \_\_\_\_\_ Date \_\_\_\_\_  
Refund Returned \_\_\_\_\_ Date \_\_\_\_\_

Contact Person:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event: \_\_\_\_\_

Parish Hall w/o Kitchen \_\_\_\_\_  
Parish Hall w/ Kitchen \_\_\_\_\_

Non-member Rate \$200 \_\_\_\_\_  
Deposit \$100 \_\_\_\_\_  
Church Member Rate \$100 \_\_\_\_\_

**Deposit:**

A deposit is required. The deposit is \$100.00 for the parish hall. 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 trash bin located in the parking lot.
2. All items are returned to their appropriate place.
3. All lights are turned off.
4. Our tablecloths (if used) are cleaned and in good condition. If our tablecloths are disposed of, deposit is not returned.
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.

We ask that the building be left in the same condition that you found it. Failure to comply with this may 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 church building.
2. NO ALCOHOLIC BEVERAGES are permitted on the church premises (inside or out). The only exception is a light champagne punch or the equivalent.
3. NO GAMES OF CHANCE are allowed on church premises.
4. NO SMOKING within the building.
5. Church equipment may be used (i.e. coffee pots, punch bowls, cups, dishes, etc.). Any breakage needs to be reported and replacement will be your responsibility.

I have read, received a copy of the "Guidelines for the Use of Parish Facilities," and agree to abide by the terms of this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We at St. Paul's hope that your event is enjoyable and we thank you for choosing our hall. 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.