

Use of Facilities Agreement

This is an agreement between St. Michael's Church and:

Name of RENTER: _____
Address of RENTER: _____
City / State: _____ Zip Code: _____
Home Phone: _____ Mobile Phone: _____ Email: _____

Name of Organization: _____

Rental date: _____

Rental time: from _____ to _____

Purpose for application: _____

Hall to be used: (see below): _____

Anticipated attendance: _____

Set up date & time: _____

Name of Person setting up? _____

Will you use the kitchen? (Yes or No) _____

Will admission be charged? (Yes or No) _____

Did you hire any vendors? Name of vendor/s: _____

The _____ of _____, this Contract is made by and between St. Michael's
(Date) (Month)
Episcopal Church in the Borough of Yeadon and _____,
(Name)

hereinafter referred to as "RENTER".

Applicant signature:

Date:

FEE SCHEDULE

DEPOSIT: (All rentals)

A Non-Refundable **\$100.00 deposit** is required *with a completed agreement form*, 4 weeks prior to event. **The balance is due** before the event date. Please make checks payable to: **St. Michael's Episcopal Church**.

Non-Member: Buntin Hall (100 person capacity) **\$850 for 5 hours** (\$100 per hour for each additional hour)
Margos Hall (50 person capacity) **\$1300 for 5 hours** (\$50 per hour for each additional hour)

ADDITIONAL FEES:

Sexton: A Sexton is required and must be present at each rental. The Sexton fee is 50.00 per hour and is paid directly to the Sexton on the event day. (i.e.: 5 hour rental = \$250 to Sexton)

Kitchen: This is **not included** in the rental fee. Kitchen Use is optional and costs **\$300.00**

Note: \$25.00 is refunded if kitchen is clean and nothing is missing after rental.

ALSO: Tables and chairs are provided. However, we may not have enough for your group. You may have to provide your own. You are required to notify us of number needed for set up.

RESERVATION DEPOSIT & FINAL PAYMENT PROCESS

This application shall be accompanied by a Reservation Deposit, in the form of a check or money order \$100.00. The balance of the rental fee must be paid and received by the Church at least fourteen (14) days prior to the date of use of the hall. If payment in full is not received by such time; the Church shall be free to rent the premises to another party. If the event is held the Reservation deposit is credited towards the final rental fee amount.

Set up and tear down of an event may take place in the two (2) hours immediately preceding the event and one (1) hour after the reserved time. If a RENTER desires to have more set up time such as an additional hour(s) prior to the event, or set up in the morning when it is an evening event, or set up the day prior to the event, a fee of \$100.00 per hour will be charged to the RENTER. The \$100.00 per hour rate must be paid fourteen (14) days prior to the date of the event. During the set up and break down time ALL music, food and entertainment must cease. Persons not participating in the set up and/or break down must vacate the premises.

RULES AND PROCEDURES

ALL RENTERS are required to read these rules and sign the agreement (which follows).

1. Use of alcoholic beverages are restricted to champagne, wine and beer – **no exceptions.**
NO Alcoholic Beverages shall be served to, or used in any way by persons under the age of 21.
2. No smoking.
3. CURFEW – All night time activities **must be complete by 1:00 AM** and all guest of the RENTER must vacate the building by 1:00 AM. (since this is a residential area and a church). The RENTER has one (1) hour to clean up and must vacate the premises by 2:00 AM
4. Disorderly conduct of any kind is prohibited. The RENTER is responsible for the conduct of all guest. Violators will be ejected from the premises. Should the Sexton and / or Yeadon Police determine the event has become out of control, they have the authority to close the building and require the RENTER and guest to vacate the premises.
5. Youth activities must be adequately chaperoned, with adult supervision. Classrooms are not included in your rental. Do not allow your children to play, eat or use those spaces.
6. It is the responsibility of the RENTER to clean and leave the Premises in the condition they found it. The premises must be returned to its original condition no later than one (1) hour after the conclusion of your event. All decorations must be removed BEFORE the expiration of the RENTAL PERIOD. Staples, nails and other penetrating devices are prohibited. Personal property must be removed at the conclusion of your event.
7. Tables and chairs must be carried (not dragged) across the floor.

8. When used, kitchen is to be left in a clean and orderly condition. All trash must be bagged in trash bags and placed near the door located near the kitchen.
9. Bring everything you need. (Extension cords, serving utensils, etc. they will not be provided, only the space with tables and chairs is included in the rental.)
10. All damage will be repaired by the church and the cost incurred will be billed to the organization or person responsible.

Liability Agreement

In consideration of the use of the leased premises which the RENTER hereby acknowledges, the RENTER for itself and all persons using or occupying the renter premises under the authority of this contract does hereby:

Waive, release and discharge St Michael’s Episcopal Church; it’s agents, authorized officers, employees and representatives from any and all claims for personal injuries, death, and property damages, demands, causes of actions and suits whatsoever arising out of or in any way connected with the use, misuse or occupancy of the rented premises. Including but not limited to any condition, facility or equipment in or on the Premises.

Promise to indemnify, defend and hold harmless St Michael’s Episcopal Church, it’s agents, authorized officers, employees and representatives from any and all claims, damages, causes of actions and suits whatsoever, by any person whatsoever, arising out of or in any way connected with the use, misuse or occupancy of the leased or rented premises or the activities of the RENTER and all persons using or occupying the rented premises under the Contract or in any way connected with any negligence of St. Michael’s Episcopal Church, its agents, authorized officers, employees and representatives or to any condition, facility, equipment in or on the rented premises. I/We the undersigned, have read the attached Rules and Regulations as well as the information outlined in this Agreement / Contract for the use of the rental hall located at St. Michael’s Episcopal Church. I / We fully agree to comply with them in their entirety.

Signature of Authorized Representative or Individual

Name of Organization

FOR CHURCH USE ONLY

() Deposit paid: Cash Check Date Received_____ by (name) _____

Balance due \$_____

() Balance paid Cash Check Date Received_____ by (name) _____

NOTES: