



3331 Blue Ridge Road
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St. Paul's Christian Church strives to be a good steward of the property in our care and provide safe, welcoming spaces for community use and for activities consistent with our mission.

Building Usage Agreement

Name of Group _____

Date(s) Requested _____ Time Requested: From _____ until _____

Building(s) Requested _____

Purpose of Event _____

Contact Information:

Name _____

Address _____

E-Mail _____ Phone Number _____

Building Rental Fees (& Capacity)	Per Hour*	30-Hour Block*
Sanctuary (150 capacity)	\$50	\$500
Fellowship Hall & Kitchen (118 capacity)	\$50	\$450 (new rate as of 11/1/22)
Library	\$25	
Brown Building Classroom	\$25 (depending on # of rooms rented)	
Brown Basement	\$40	
West Building	\$25 - 50 (depending on # of rooms rented)	

A \$50 refundable deposit (per building rented) is also required to reserve facilities.

**30-hour block rental allows for set-up the night before event (for example, access to space from 3:00 pm Friday through 9:00 pm Saturday). If reserving space per hour, all set up and clean up must be done during reserved time frame.*

***Members of St. Paul's may rent buildings for personal use at a 50% discount from fees listed.*

I/We understand and agree to the following conditions:

1. No smoking, alcoholic beverages, animals (other than service animals) or weapons are permitted in buildings or on church grounds, unless approved in writing, in advance.
2. We accept full responsibility for any damages to the building(s) or grounds caused by the group. A \$50 deposit (for each building rented) will be required, along with the rental fee. Following the event, the deposit will be returned unless repairs or additional cleaning is needed, the space has not been returned to its original set-up, trash has been put in the compost bin, or keys are not returned.
3. We shall hold harmless St. Paul's Christian Church, its trustees, officers, employees, members and guests from all cost, loss and expense arising from any liability or claim of liability for injury or damage to persons or property resulting from the renter and its attendees' use of the property.
4. Children must be supervised at all times. We accept full responsibility for implementing appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending our group's activities at this facility.
5. Use of Fellowship Hall kitchen does include use of icemaker but does not include use of disposable supplies (paper plates, napkins, etc.). The icemaker may have a limited supply of ice. Any reusable kitchen items (utensils, platters, etc.) must be washed, dried and returned to cabinets. Any food left in the kitchen will be discarded after 24 hours.
6. When in the Fellowship Hall kitchen, be aware that the stove has gas pilot lights on each burner that remain on. Exercise extreme caution when placing items on top of the stove. If the kitchen smells like gas, light pilot lights on burners using lighter on shelf above stove.
7. The use of compostable paper goods is encouraged, and compost bins are provided in the Fellowship Hall. If we are renting the Fellowship Hall, we will get instructions on composting from church staff in advance of our event.
8. Use of the Sanctuary includes use of the sound system including: fixed pulpit and lectern mics, one handheld mic, one table mic and a 3.5mm auxiliary cord to play recorded music. If we plan to use the Sanctuary sound system, we will arrange a time to get sound system instructions from church staff in advance. No sound system is provided in other buildings.
9. We pledge to leave the facility in good condition. This includes removing decorations & signs, emptying indoor trash/recycling/compost receptacles into outdoor bins, returning all furniture or items moved to their original set-up, turning off lights, locking doors and removing debris from the parking lot. If additional cleaning is needed by the church custodian, deposit will not be returned.
10. Thermostats are not to be set lower than 70 degrees during summer months or higher than 78 degrees in winter months. (Under no circumstances should the HOLD button be used to regulate temperatures.)
11. Reservations will not be confirmed until rental fee and deposit are received by the church office. Once the rental fee is paid, the renter will receive the building access code (for Fellowship Hall) or can pick up a key (for other buildings). There is a \$35 fee for returned checks.
12. The person signing this agreement plans to attend the event and agrees to be responsible for leaving the facility in good condition and returning keys to the church office (if applicable). The key should be returned within 3 business days of the event.
13. Set-up, decorating and clean-up must be done during the time reserved.
14. Facilities may not be sub-leased by the renter to other groups or individuals.
15. **Cancellation Policy:** The full rental fee and deposit will be returned if the church office is given written notice of event cancellation at least 48 hours prior to the event. For cancellations with less than 48 hours' notice, only the deposit will be returned.

Signature of Person Renting Facility _____

Church Representative Signature _____

Rental Fee Paid \$_____ Deposit Paid \$_____ Date Paid _____

Make checks payable to 'St. Paul's Christian Church' and submit along with completed form. Payment can also be made online at www.stpauls.net (click 'Give Online' & select 'Rental Fee' from dropdown).

Your deposit will be returned when the following are completed:

1. **All trash/recycling/compost removed from buildings and parking lot/grounds & placed in proper outdoor receptacles.** Extra trash bags and compost bags are located in the kitchen pantry.
 - a. Trash: All trash bagged in black trash bags and placed in outdoor green bins.
 - b. Recycling: Recyclable items should not be put in bags and should be placed in the outdoor blue bins.
 - c. Compost: **ONLY** compostable items in the **black compost bin**. Items can go in unbagged or bagged in green compostable bags only (NO plastic bags)
2. All tables must be wiped down and returned to their storage location:
 - a. Round tables to the left of the stage.
 - b. Rectangle tables to the right of the stage.
3. All chairs must be wiped down and returned to the left of the stage.
4. Any St. Paul's items (ex: coffee pots, wooden tables) that are moved for your event must be moved back to their original location.
5. Any spilled food or beverages or other messes cleaned up from the floors (Floors are not left excessively dirty). **You do not need to sweep or mop the floors.**
6. Bathrooms are left in good condition, all trash in the trash can, no excessive amount of cleaning needed.
7. All personal items are removed from property when the event is concluded, including removing any decorations from walls and any signs or debris from your event from the grounds and parking lot.
8. Thermostats are set at normal temperatures (70 degrees or higher in summer, 78 degrees or lower in winter); inside lights are turned out; and doors are locked.
9. There is no damage to the property which must be repaired.

PLEASE MAKE SURE TO CLEAN UP OUTSIDE, INCLUDING PICKING UP ALL TRASH.

Trash is often left in the parking lot or on the grounds after events, leading to the loss of the renter's \$50 deposit.