

MEMBER
Fees for Building Use & Custodial Services
(Fees updated April 15, 2019)

	<u>Rental</u>	<u>Custodian</u>
Small Hall	\$10.00	\$50.00*
Small & Large Hall	\$30.00	\$50.00*
Sanctuary (for weddings)	\$00.00	\$50.00
Sanctuary (for funerals)	\$00.00	\$00.00
Sanctuary (for other purposes, with Bldg Use Committee approval)	\$250.00	\$50.00*

*Custodian fee waived if renter cleans up
 Custodial services include cleaning up following the use of the facilities.

- Payment shall be made to the church secretary at the time of reservation. Separate checks for the rental of the facility and for custodial service should also be included. The custodian fee and security deposit check(s) will be returned / refunded if the facilities are left in the condition they were found. Checks should be made payable to “New Sewickley Presbyterian Church.”
- NO EVENT will be scheduled until the proper “Policy & Regulations...” form, registration form(s) and payment(s) have been signed and received in the church office.
- Rental time shall not exceed six (6) hours unless otherwise specified.

_____ (Return to the Church Office) _____

New Sewickley Presbyterian Church
Building Use Reservation Form - Member

Reserved by:

Name _____ Phone: _____

Address _____ Member: _____

Reservation Date: _____ Time: From _____ to _____

Purpose: (wedding, party, etc.) _____

Sanctuary Fee: \$ 00.00 or 250.00 Fellowship Hall Fee: Small \$10.00 Small & Large \$30.00

Security Deposit: \$ 00.00 Custodian Fee: \$00.00 (funerals) or \$50.00 (all else)

Renter will clean up ()

Return this form, along with the appropriate fees, to the church secretary. All checks should be made out to New Sewickley Presbyterian Church. NO RESERVATIONS will be placed on the calendar without this form and the required fees.

Received by: _____ Date: _____

Approved by: Building Use Committee Trustee: _____

Building Use Committee Elder: _____

(Revised: April 15, 2019)

New Sewickley Presbyterian Church
Policy & Regulations For The Use Of The Church Building, Facilities & Equipment
(Approved by Session March 18, 2019)

1. Rental of hall shall include: The hall, kitchen and restrooms ONLY. Additional rooms will require approval from the chairperson of the Board of Trustees.
2. The sanctuary of the church is available for Christian funerals and weddings. A member of the church or the church's pastor shall be present.
3. Regular church activities shall be scheduled through the Session of the church and listed on the church activity calendar. Regular church activities will have precedence over outside functions. No functions will be permitted before 2 pm on a Sunday.
4. The use of the church and its facilities shall be scheduled through the Church Administrative Secretary. The person / group wishing to reserve the facilities shall remit all fees, deposit and forms to the administrative secretary before a reservation will be made. All (except regular church activities) uses of facilities shall be approved by the Building Use Committee.
5. Renters shall notify the pastor or the administrative secretary of any damages to the facilities while in their use. Renters accept full responsibility for any damage incurred.
6. Each group is requested to leave the room and facilities as they found them with everything in its proper place. Groups are asked to turn off all lights and fans, and lock and close the windows and doors upon the conclusion of their use of the facilities. The person signing this document will be responsible party. Outside groups using the facilities must be sponsored by a member of the church. The member will be responsible for providing the services required by the group. The key shall remain in the possession of the church member.
7. No furniture or equipment shall be loaned for use outside the church except to church members. Furniture or equipment on loan must have the approval of the church's Administrative Secretary. Person(s) borrowing items are responsible for any damage incurred while in their possession. Upon completion of the use of the furniture or equipment, the Administrative Secretary is to be informed of its return. Those failing to inform the secretary of the return of loaned items may incur a replacement fee if the items can not be located.
8. No scotch tape, thumb tacks, nails, duct tape, etc. shall be used in the decorating of the rooms. It is suggested that "Plastic Tac" be used for placing anything on the walls and that masking tape be used to secure decoration to the tables and / or pews. Renter will be responsible for any damage resulting from the use of non-complying materials.
9. No smoking shall be permitted in any part of the church building.
10. No alcoholic beverages shall be permitted on church property.
11. No organization may use the church facilities for the purpose of profit unless given Session approval.
12. Clean-up consists of: sweeping floors, mopping floors as needed, putting all tables and chairs back in their original position, empty all trash cans into the dumpster in the rear parking lot. The custodial fee will be charged if these are not all done satisfactorily.

****I have read, understand and will abide by the policies and regulations as present above.****

Name: _____ Date: _____

(Revised: March 18, 2019)