

St. Paul's United Church of Christ  
626 Williams Grove Road  
Mechanicsburg, PA 17055  
(717) 766-7931

**Facilities Use Form for Non-members and Organizations**

Date of Request \_\_\_\_\_

Name of Person or Organization \_\_\_\_\_

Organization's Contact Person \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_ FOB needed for Entry? YES / NO

Facilities needed (Check all that apply)

- \_\_\_\_\_ Pavilion Area
- \_\_\_\_\_ Fellowship Hall
- \_\_\_\_\_ Kitchen (certain restrictions apply to the use of appliances)
- \_\_\_\_\_ Restrooms
- \_\_\_\_\_ Classroom(s) – room # \_\_\_\_\_
- \_\_\_\_\_ Other areas \_\_\_\_\_

Additional Equipment needed (ie. chairs, tables, sports equip., etc.) \_\_\_\_\_

**As the person in charge, I will ensure the following:**

1. All rules set forth on each individual facilities sheet will be read, agreed to and carried out.
2. Any fees due should be paid to **St. Paul's UCC** upon approval of this request form.
3. Any Keys needed will be returned to the Church Office ASAP upon the closing of the event.
4. I/We have the proper licenses in place for materials, music or video used.

***"I have read, understand and agree to the rules set above applying to the use of St. Paul's facilities. I also agree with the Church Facility Usage and Hold Harmless Agreement, have signed it, and will provide the proof of liability insurance coverage needed."***

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Total fee required \_\_\_\_\_ Paid by \_\_\_\_\_

Comments/results \_\_\_\_\_

## St. Paul's UCC Pavilion Area – Use Form

**Hours for Use** – the facilities may be available for use during the following hours. Check with the church office for specific availability:

Monday – Friday	8:00 AM to 9:00 PM
Saturday	8:00 AM to 9:00 PM
Sunday	1:00 PM to 9:00 PM

**Fees for Use** – The following fees are for Non-church member groups:

<u>Time frame</u>	<u>Pavilion only</u>	<u>Rest rooms needed (in building) *</u>
Up to 4 hours	\$20.00	\$ 5.00*
Over 4 hours	\$40.00	\$10.00*

\*If the rest rooms in the building are needed, a key and a \$25.00 refundable deposit are required. The deposit would be refunded upon the return of the Key to the church office.

### Rules for Use –

1. Reservations and any communication should be done thru the church office (717-766-7931)
2. No alcoholic beverages, tobacco or illegal drugs are allowed on our property.
3. Parking is limited to the paved area. Brief loading and unloading on the grass is allowed before parking on the paved area.
4. The area must be cleaned of any trash. All trash should be bagged and removed to the dumpster at the bottom of the hill in the parking lot. All areas to be used should be restored to their original condition.
5. The user group is responsible for any damages to property. Damages should be reported to the church office ASAP by the original contact person.
6. There shall be NO climbing on the picnic tables, the rafters, or the roof of the pavilion.
7. All lights and appliances will be turned off before leaving the facility.
8. Exit doors will be locked and secured when leaving the building – any borrowed keys will be returned promptly.
9. We ask that groups confine themselves to the area they reserve.
10. No pets allowed in the building.
11. St. Paul's reserves the right to cancel an event 72 hours prior to the scheduled time.
12. **I/We will make sure that all attendees are aware of and abide by the current Covid guidelines outlined by St. Paul's UCC and the Commonwealth of PA.**

### I/We will be using the following facilities:

_____ Pavilion for <i>less</i> than 4 hours	\$20.00
_____ Pavilion for <i>less</i> than 4 hours - plus the use of the restrooms in the building*	\$ 5.00
_____ Pavilion for <i>more</i> than 4 hours	\$40.00
_____ Pavilion for <i>more</i> than 4 hours - plus the use of the restrooms in the building*	\$10.00
_____ *Key for the building will be necessary for the restrooms (requires refundable deposit)	\$25.00

Signed \_\_\_\_\_ Date \_\_\_\_\_ TOTAL \_\_\_\_\_

User group name \_\_\_\_\_

## **St. Paul’s UCC Fellowship Hall (without Kitchen) – Use Form**

*Meetings, sports events, dinners/banquets, wedding receptions, funeral luncheons, etc.*

**Hours for Use** – the facilities may be available for use during the following hours. Check with the church office for specific availability:

Monday – Friday	8:00 AM to 9:00 PM
Saturday	8:00 AM to 9:00 PM
Sunday	1:00 PM to 9:00 PM

**Fees for Use** – The following fees are for Non-church member groups:

Groups up to 50 attendees	\$ 50.00*
Groups of more than 50	\$100.00*

\*A key deposit of \$25.00 will be required for any group using the facilities. The deposit would be refunded upon the return of the Key to the church office.

### **Rules for Use** –

1. Reservations and any communication should be done thru the church office (717-766-7931)
2. No alcoholic beverages, tobacco or illegal drugs are allowed in the building or on our property.
3. Activities are limited to the Fellowship Hall and the hallway to the restrooms ONLY. Adults should monitor children, so they do NOT run throughout the building.
4. The area must be cleaned of any trash. All trash should be bagged and removed to the dumpster in the parking lot.
5. All areas to be used should be restored to their original condition. Taking photos of how the Hall looked before the event is sometimes very helpful for restoration. Any time that the church sexton spends having to clean or restore order will be charged to the user group.
6. The user group is responsible for any damages to property. Damages should be reported to the church office ASAP by the original contact person.
7. There shall be NO use of the stage and backstage areas (unless arrangements have been made ahead of time).
8. The kitchen should remain locked at all times (unless arrangements have been made for its use).
9. All lights and appliances will be turned off before leaving the facility.
10. Exit doors will be locked and secured when leaving the building – any borrowed keys will be returned promptly.
11. St. Paul’s reserves the right to cancel an event 72 hours prior to the scheduled time.
12. **I/We will make sure that all attendees are aware of and abide by the current Covid guidelines outlined by St. Paul’s UCC and the Commonwealth of PA.**

### **I will be using the following facilities:**

_____ Fellowship Hall for up to 50 attendees*	\$ 50.00
_____ Fellowship Hall for more than 50 attendees*	\$100.00
_____ *Key for the building (requires refundable deposit)	\$ 25.00

TOTAL \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

User group name \_\_\_\_\_

# **St. Paul's UCC Other Spaces in the Church – Use Form**

*Classrooms, Kitchen, Sanctuary*

**Hours for Use** – the facilities may be available for use during the following hours.

Check with the church office for specific availability:

Monday – Friday	8:00 AM to 9:00 PM
Saturday	8:00 AM to 9:00 PM
Sunday	1:00 PM to 9:00 PM

**Fees for Use** – The following fees are for Non-church member groups:

Classroom(s)	\$ 20.00*(per room)
Kitchen	\$ 25.00*(see restrictions below #7)
Sanctuary	Must be decided thru the Pastor and Church Consistory*

\*A key deposit of \$25.00 will be required for any group using the facilities. The deposit would be refunded upon the return of the Key to the church office.

## **Rules for Use** –

1. Reservations and any communication should be done thru the church office (717-766-7931)
2. No alcoholic beverages, tobacco or illegal drugs are allowed in the building or on our property.
3. Activities are limited to the rented area and the hallway to the restrooms ONLY. Adults should monitor children, so they do NOT run throughout the building.
4. The area must be cleaned of any trash. All trash should be bagged and removed to the dumpster in the parking lot.
5. All areas to be used should be restored to their original condition. Taking photos of how the Hall looked before the event is sometimes very helpful for restoration. Any time that the church sexton spends having to clean or restore order will be charged to the user group.
6. The user group is responsible for any damages to property. Damages should be reported to the church office ASAP by the original contact person.
7. Special arrangements must be made in the Kitchen area for burners/ovens, dishwasher and the use of any of the church's dishes/glassware/silverware/cookware.
8. All lights and appliances will be turned off before leaving the facility.
9. Exit doors will be locked and secured when leaving the building – any borrowed keys will be returned promptly.
10. St. Paul's reserves the right to cancel an event 72 hours prior to the scheduled time.
11. **I/We will make sure that all attendees are aware of and abide by the current Covid guidelines outlined by St. Paul's UCC and the Commonwealth of PA.**

## **I will be using the following facilities:**

_____ Classroom (s) - Which one(s)* _____	\$20.00 X _____	= _____
_____ Kitchen (with restrictions listed above in #7) *		\$ 25.00
_____ Special arrangements for kitchen equipment/appliances*		= _____
_____ Sanctuary costs (to be determined on an individual basis by Pastor/Consistory) *		= _____
_____ *Key for the building (requires refundable deposit)		\$ 25.00

TOTAL \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_