



St. Paul's United Church of Christ
1979 Weavertown Rd. Douglassville, PA 19518
Office: 610-689-9364
Email: facility@stpaulsuccamity.org
www.stpaulsuccamity.org

EVENT PACKET



We are pleased that you are considering St. Paul's UCC as a possible host site for your upcoming event.

This packet was designed to assist you, the event coordinator, and the leadership team of St. Paul's in determining the specific needs associated with hosting your event. Enclosed you will find information addressing Facility Usage Guidelines/Requirements, and a Facility Rental Questionnaire. Please note that all events are subject to approval by the Facility Coordinator as well as the Property Use Policy Committee and Pastor, if necessary. To assist in the approval process, please take a moment to complete and return the **Facility Rental Questionnaire**; as well as, providing a signature stating that you agree to the terms of the **Facility Usage Guidelines & Requirements**. Please review this packet in its entirety. Failure to complete all of the information requested will delay the approval process. Completed paperwork should be returned to the Facilities Coordinator through email at facility@stpaulsuccamity.org or mail. Your request will then be reviewed. If approved, a fee will be determined based on your requirements presented on the Facility Rental Questionnaire.

FACILITY USAGE GUIDELINES & REQUIREMENTS

A Facility Rental Questionnaire (enclosed) must be completed for review and approval by the Facility Coordinator as well as the Property Use Policy Committee and Pastor, if necessary. This agreement MUST be submitted before the request may be considered. Unfortunately, due to ministry demand, requests to host recurring meetings; as well as, social events will need to be considered at times when regular ministry events are not scheduled. In addition, the leadership team of St. Paul's has the right to decline any request that does not align with our Biblical values and the mission of the church.

1. Upon approval, the event will be placed on the church calendar on a tentative basis. A deposit of 50% of the estimated total cost, determined by the Facilities Coordinator will be due within 10 days of the approval. A \$50.00 minimum deposit will apply. Upon receipt of the deposit, the event will be considered confirmed on the church calendar. The remaining balance will be due 15 days prior to your event. Checks should be made payable to St. Paul's UCC and mailed to 1979 Weavertown Road, Douglassville, Pa 19518. In the event of a cancellation, the deposit will be refunded less a \$50.00 cancellation fee. No refund will be made if canceled within 30 days of the event. If the organization is tax exempt, please include a copy of the Tax Exemption Certificate with the deposit.
2. The building, equipment, and grounds must be left clean and in orderly condition. Property damages must be reported immediately. Failure to do so may result in additional charges. Fixing and repairing damages, other than normal wear and tear, will be the responsibility of the organization renting the facility.
3. No alcoholic beverages are allowed anywhere on the premises. Smoking and tobacco products are only permitted in the parking lot. Every effort shall be made to refrain from profane, obscene or vulgar language, especially in the presence of children. Food or snacks are not allowed inside the Sanctuary.
4. Renter is responsible for the conduct of all persons on the church premises associated with this event and is also responsible for the enforcement of all rules.
5. Renter is responsible for supervising the parking of cars. No parking is allowed on areas so marked.
6. The use of the local police department for traffic control or other services will be the responsibility of the renter.
7. Depending on the size and/or the nature of the event it will be at the discretion of St. Paul's to provide guest services; such as, greeters or security personnel.
8. For some events, the renter will need to show proof of having a public liability insurance policy with at least a \$1 million limit of liability coverage. This policy must also contain *premises medical payments coverage* with at least a \$5,000 limit. A Certificate of Liability Insurance, with St. Paul's named as an additional insured, must be on file with the church 30 days prior to the scheduled event or event is cancelled.
9. Renter agrees to hold harmless, indemnify and defend St. Paul's UCC from any and all liability which may result from any person using the building, its entrances and exits, and surrounding areas for Renter's purposes.

I have read and agree to the above mentioned guidelines and requirements.

_____ (Name/Title)

_____ (Date)

FACILITY RENTAL QUESTIONNAIRE FOR NON-CHURCH EVENTS

Organization: _____

Non-Profit Organization? Yes or No

Contact Person: _____

Daytime Phone: _____ Cell: _____

Email: _____

Date of Event: _____

Day of Event:

Door Unlock	Event Begins	Event Ends	Door Locks
Time _____ am/pm	Time _____ am/pm	Time _____ am/pm	Time _____ am/pm

Additional Date for Set-up: _____

Door Unlock	Door Locks
Time _____ am/pm	Time _____ am/pm

Please Note: You are responsible to be on site from the time you request the door to unlock until the time you request the door to lock.

Purpose of Event / Event Description (please attach any printed material)

Facilities Requested (please check all that apply)

- Fellowship Upper Level Social Hall Lower Level Gym/Youth Center Chapel
 Classrooms - # of Rooms _____

(Please note that St. Paul's will consider the above request for space; however, we reserve the right to make the final determination on the rooms(s) based on the number of guests, details of event and existing church schedule)

- General Session Break-Out Session(s) Separate Room for Meal(s)
 Multi-Media (see additional form) Food Service (see additional form) Set-Up/Equipment (see additional form)

Total Fee _____

50% due by _____

Balance due by _____

SET-UP/EQUIPMENT QUESTIONNAIRE FOR NON-CHURCH EVENTS

Set-Up/Equipment needs must be indicated below and then agreed upon by the Facilities Coordinator. This information must be provided a minimum of 30 days prior to the event. A program schedule should be attached to this request, if possible. It is at the discretion of the Facilities Coordinator to determine the final set-up based on the resources available.

EQUIPMENT (Check all that apply.)

- Easel _____ TV/DVD (In classrooms) _____ Sound (Fellowship Hall) _____
- Projector/Screen (Fellowship Hall) _____ (See media page as well)

SET-UP (Check all that apply. If using multiple rooms, list location. ie: Fellowship Hall (upstairs), Classroom, Social Room (downstairs) etc...)

- Round Tables # of tables _____ # of chairs (8/table unless otherwise indicated) _____
- Head Table with Chairs # of tables _____ # of chairs _____
- Buffet Tables (rectangular) # of tables _____
- Rectangular Display Table (gifts, cake, etc.) # of tables _____
- Podium
- Registration Table(s) # of rectangular tables _____
Set up in the Library or Fellowship Hall (circle one)
- Theater Style Seating (if a concert or play or using the stage)
- "U" Shape (if conducting a meeting)
- Hollow Square (if conducting a meeting)

Special Instructions:

SET-UP/EQUIPMENT APPROVAL:

Facilities Coordinator

MEDIA QUESTIONNAIRE FOR NON-CHURCH EVENTS

Media needs must be indicated below and then agreed upon by the Facilities Coordinator.

This information must be provided a minimum of 30 days prior to the event. It is at the discretion of the Facilities Coordinator to determine when an audio technician is needed.

AUDIO (Check all that applies and list location needed. ie: Fellowship Hall, Social Hall, Room 8 etc....)

Microphones - # Needed _____ (3 available for Fellowship Hall)

Type: Wireless Lapel (1) _____

Cordless Handheld (1) _____

Standard (1) _____

Special Audio Needs:

VIDEO (Check all that applies and list location needed. ie: Fellowship Hall, Social Hall, Room 8 etc...)

Power-Point Presentation Yes No (You will need to supply your own laptop with VGA port)

DVD Yes No

Special Video Needs:

MULTI-MEDIA APPROVAL:

Facility Coordinator