



St Paul's Lutheran Church

3108 Sterrettania Rd, Erie, PA 16506-2658 | 814.833.1761 | www.stpaulserie.org

Building Use Agreement

Please Complete and return:

Name of Event: _____

Contact Person: _____ Phone: _____

E-mail Address: _____

Use of Facilities

1. Usage fee for Fellowship Hall is \$50/hour.
2. Set up and tear down of the Hall (tables, chairs, etc), if necessary, requires a contribution of \$35.
3. Tables and chairs will be unlocked if you would prefer to do your own setup and teardown.
4. No smoking or other tobacco is permitted in the building.
5. No alcohol beverages may be served, provided or consumed on the premises.
6. The group is responsible to clean up immediately following the event. All rubbish must be disposed of in appropriate containers.
7. If keys are needed, they must be signed out in the church office prior to the event and returned to the church office after the event.
8. The Building Use Agreement shall be signed by the person/group responsible for the event.

I have read and understand the above Building Use Agreement, and I agree to comply with them.

Date: _____

Signature

Printed Name

Approved By