



# 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 to church office:

Name of Event: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Facility Rental Policy

1. \$50 deposit required; refunded upon completion of event with no facility damage, proper clean up, & keys returned to church office.
2. Usage fee for gym is \$50/hour.
3. Set up and tear down of the gym (tables, chairs, etc), if necessary, requires an additional \$35.
4. If you would prefer to do your own set up & tear down, tables & chairs can be available.
5. No smoking, vaping, or other tobacco products are permitted in the building.
6. No alcohol beverages may be served, provided, or consumed on the premises.
7. The group is responsible for clean up immediately following the event. All garbage & recycling must be disposed of in appropriate containers.
8. 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.
9. 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 the Facility Rental Policy.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Printed Name

Entered into MyChurchEvents \_\_\_\_\_

11/2022