



St. Paul's Lutheran Church

3108 Sterrettania Rd, Erie, PA 16506 | 814.833.1761 | @stpaulserie

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. If key is needed, it must be signed out in the church office prior to the event and returned to the church office after the event.
2. \$50 deposit required; refunded upon completion of event with proper clean up, no facility damage, & key returned to church office.
3. Usage fee for gym is \$100/hour.
4. Tables & chairs are available upon request.
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.

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

Date: _____

Signature

Deposit Rec'd _____ Approved By _____

Key Out _____

Key In _____ Deposit Returned _____

Printed Name

Entered into MyChurchEvents _____